

# Berks Bucks and Oxfordshire Incorporated Law Society

Company Number 00028807



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## NOTICE OF ANNUAL GENERAL MEETING

NOTICE is given that an annual general meeting of the said Company will be held on:

DATE: 9th May 2022

VENUE: at the offices of Messrs Royds Withy King, Godstow Court, Minns Business Park, 5 West Way, Botley, OX2 0JB at the time of 5pm.

for the following purposes:

### ORDINARY RESOLUTIONS

To consider and, if thought fit, approve the following resolutions that will be proposed as ordinary resolutions:

- 1 To receive and adopt the annual accounts and reports of the Company and the auditor's report on those accounts and reports for the financial year ended 2021.
- 2 To re-appoint Messrs Shaw Gibbs as auditor of the Company to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid and to authorise the directors to fix their remuneration unless and until a special resolution is passed to remove from the Articles the requirement to have the annual accounts audited by one or more properly qualified Auditor or Auditors.
- 3 To appoint persons or re-appoint to the Committee in accordance with the Company's articles of association

### SPECIAL RESOLUTIONS

To consider and, if thought fit, approve the following resolutions that will be proposed as special resolutions:

- A. To remove paragraph 9 of the Memorandum of Association and to replace it with the following new paragraph 9:

The accounts shall be kept of the sums of money received and expended by the Society, and the manner in respect of which such receipt and expenditure takes place, and the property, credits and liabilities of the Society, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Society for the time being, such accounts shall be open to inspection of the members. Once at least in every year the accounts of the Society shall be examined and the correctness of the balance sheet ascertained

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by at least two person from the Committee who are independent of the treasurer or other officer who is performing that function and further this function may be carried out by properly qualified auditors upon appointment.

And

Paragraph 64 of the Articles of Association shall be changed to:

64. Once at least in every year the accounts of the Society shall be examined and the correctness of the income and the expenditure account and balance sheet ascertained by two members of the Committee acting as auditors or if the Committee so decides by properly qualified auditors upon appointment.

- B. Paragraph 6 of the Articles of Association shall have the membership request changed to:

To: the Committee of the BB&O,

Dear Sirs and Mesdames,

I would like to become a member of the BB&O [or insert such other name of the Society as it then is] and I agree if elected to be bound by the conditions of the Memorandum and Articles of Association thereof.

Signed:

Full name and address:

Date:

- C. Paragraph 24 of the Articles shall be deleted.
- D. Paragraph 29 of the Articles shall become paragraph 29.1 and there shall be added the following as paragraph 29.2:
- 29.2 Any such Annual General Meeting or general meeting may be held by such electronic means as the Committee shall decide (non-exhaustive examples are by Zoom or Teams).
- E. In paragraph 32 of the Articles the quorum shall be changed from ten members to three members.
- F. In paragraph 2 of the Articles of Association in sub-paragraph (b) there shall be included in the list of Permitted Persons Barristers-at-Law.
- G. In paragraph 66 electronic notice such as (but not limited to) e-mail may be given instead of sending it by post.

By order of the board  
Simon Stone Hon. Secretary  
14th April 2022

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**NOTES:**

- 4 A member is entitled to appoint another person as that member's proxy to exercise all or any of that member's rights to attend and to speak and vote at the meeting. A proxy does not need to be a member of the Company.
- 5 A form of proxy is enclosed with this notice. Completion and return of the form of proxy will not prevent a member from attending and voting in person at the meeting. To be effective, the instrument appointing a proxy and any authority under which it is executed must be lodged with the Company at [simon@macintyre.com](mailto:simon@macintyre.com) or at 3 Bedford Street, Woburn MK17 9QB not later than **5pm on 6th May 2022**
- 6 Addresses (including electronic addresses) in this document are included strictly for the purposes specified and not for any other purpose.

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PROXY

I .....

of

being a member of the Society being the Berks Buck and Oxfordshire Incorporated Law Society  
hereby appoint:

.....

of

as my proxy to vote for me on my behalf at the AGM to be held on the .....

Signed : ..... Dated .....