



# Notice of Annual General Meeting 2023

Notice is hereby given that the Annual General Meeting of the Royal Tunbridge Wells Town Forum will take place as follows:

Date: **Thursday 16 November 2023**

Time: **6.00pm**

Place: **Council Chamber, Town Hall, Royal Tunbridge Wells**

The following business will be transacted:

- Annual Report of the Chair
- Election of Chair and up to 2 deputies
- Consideration of any motions to be received

All members and guests are invited to attend. Only Voting Members<sup>1</sup> may vote.

The Annual General Meeting will be followed by an ordinary meeting of the Town Forum. An agenda for the AGM and the ordinary meeting will be sent in due course.

## Note from the Chair

## AGM 2023

Each year the Chair puts in a plea for volunteers to help run the Royal Tunbridge Wells Town Forum, and this year is no exception. Our membership and Working Groups have been as active as ever in support of the community.

Over the last year four of our five meetings have been real ones.

At our AGM on 16 November which will be in the Council Chamber at the Town Hall we'll be holding the usual elections for Chair and two Deputy Chairs, and here is a reminder of their respective duties.

The duties of the Chair include:

- Chairing five or six Town Forum meetings each year
- Chairing a similar number of Management Group meetings each year
- Taking the lead in setting the agenda for Town Forum priorities
- Coordinating responses to consultations from local Councils and other bodies
- Participating in Town Forum working groups.

After serving as Chair for two years it is time for me to stand down.

Deputy Chair duties consist of assisting the chair in leading the Town Forum and deputising in their absence. Whilst the role of Deputy Chair is great preparation for taking on the role of Chair this is not assumed nor compulsory.

Over the past year our Working Groups are now more active than ever, and we have been increasingly involved in Borough Council Partnerships such as the Town Centre Plan, and more recently the UK Shared Prosperity Fund. Would you like to support your local community? Your support will be invaluable.



Don Sloan OBE – Chair of the Royal Tunbridge Wells Town Forum

**Please see overleaf for details of how to submit nominations and motions**

## Elections

AGM 2023

An election for Chair and up to 2 Deputy Chairs will take place at the AGM. Any Voting Member<sup>1</sup> may propose or second any Ordinary Member<sup>2</sup> for either Chair or Deputy Chair.

Nominations must be received by the Secretary no later than **Thursday 2 November**

**2023.** Notice of a nomination shall be in writing by email or post and must include:

- the name of the nominee (who must have consented to the nomination)
- the names of the proposer and the seconder
- a short statement from the nominee setting out what they wish to achieve in their year in office (this is included in the agenda of the meeting).

Duly received nominations will be validated by the RTW Town Forum Management Group. Details of all candidates will be set out in the agenda for the meeting.

## Motions

AGM 2023

A debate and vote on any motions to be received will take place at the AGM. Any Ordinary Member<sup>2</sup> may propose or second a motion for consideration at the AGM.

Motions must be received by the Secretary no later than **Thursday 2 November**

**2023.** Notice of the motion shall be in writing by email or post and must include:

- the text of the motion (must be a clear and concise action)
- the names of the proposer and the seconder
- a short statement explaining the reason for the motion.

Duly received motions will be validated by the RTW Town Forum Management Group. Details of all motions will be set out in the agenda for the meeting.

## Notes and definitions

AGM 2023

Nominations and motions must be submitted by email to be received no later than **Thursday 2 November 2023.**

Email: [members@townforum.org.uk](mailto:members@townforum.org.uk)

General enquiries may be made by email (as above)

<sup>1</sup>**Voting Member** = an Ordinary Member<sup>2</sup> or Councillor Member<sup>3</sup> who has satisfied the attendance criteria<sup>4</sup>.

<sup>2</sup>**Ordinary Member** = the named representative of a member organisation, or in the absence of the named representative, a named substitute.

<sup>3</sup>**Councillor Member** = an elected borough Councillor representing a ward in the un-parished area of Royal Tunbridge Wells.

<sup>4</sup>**Attendance criteria:** To be eligible to vote at an AGM an Ordinary Member or a Councillor Member must have attended at least 50 percent of possible meetings that could have been attended in the previous twelve months. This percentage shall be pro-rata for members joining part-way through the year.