

BOVEY PARADISO

Cinema • Café • Culture • Community

To: Bovey Tracey Paradiso Arts Ltd. (BTPA) Members/Shareholders

Dear Member/Shareholder,

Annual General Meeting of Bovey Tracey Paradiso Arts Ltd.

Our first Annual General Meeting (AGM) of BTPA is on Monday 26th November 2018.

The meeting will be held at Café 3 Sixty, The Hub, Newton Rd, Bovey Tracey, Newton Abbot TQ13 9AZ, **please note**; there is no parking facility at Café 3 Sixty, please walk or cycle or if by car Station road carpark is the nearest.

The start time of the meeting will be 7:30 pm, with doors open at 7:00 pm

The AGM itself will be very short to deal with the formal business that must be carried out in accordance with BTPA Rules. After the formal business there will be a short break followed by an open discussion session.

Documents included with this covering letter are:

- Notice of AGM containing the resolutions to be voted upon
- Annual report and financial statements for the period 26th June 2017 to 30th June 2018 if sent by email or summary if sent by letter post
- An AGM Voting Representative Appointment Form so you can still vote if you do not wish to attend the AGM in person

Your vote is important, so we encourage you to use the form if you do not wish to attend the AGM, or if you are simply unable to attend. **Instructions for completing the AGM Voting Representative Appointment Form are given on the second page of this covering letter.**

Thank you for your support of BTPA which is greatly appreciated by the Directors and our wonderful community.



Stephen Willmore
Chairman - Bovey Tracey Paradiso Arts Ltd.

Instructions for completing the AGM Voting Representative Appointment Form

As a Member of BTPA you are entitled to vote on resolution at an AGM. However, if you do not wish to attend , or if you are simply unable to attend you can use the AGM Voting Representative Appointment Form to register your votes and we do encourage you to do this.

1. On the line starting “**[Please print your name] I,**” enter your full name. If you are an organisation holding shares, then enter the name of the organisation.
2. On the next dotted line, enter the name of the person you are appointing as your voting representative, see notes at bottom of the form, but please note; if you do not enter any votes in the squares with an ‘X’ your voting representative can vote on your behalf as he/she thinks fit.
Or enter ‘the Chairperson of the meeting’ if you have voted specifically on the form and wish your votes to be recorded, again please note; if you do not enter any votes in the squares with an ‘X’ the Chairperson can vote on your behalf as he/she thinks fit.
3. On the line starting “**Signed, this**” enter the day of November you are signing and sign on the dotted line below.
4. For each of the resolutions in the AGM Notice insert a ‘X’ in either the “FOR” or the “AGAINST” positions, **you have now completed the form.**
5. The form must be returned so that it is in the hands of the Society’s Chairperson or Company Secretary not later than 23rd November 2018
6. To return form to Chairperson you can post by 21st November or deliver by hand by 23rd November to:
S R Willmore
29 Crokers Meadow
Bovey Tracey,
DEVON TQ13 9HL

Or post through the letter box at the King of Prussia building by 23rd November

7. You can also return form by posting by 21st November to Company Secretary at our registered office:
Bovey Tracey Paradiso Arts Ltd.
C/O Unit 11
Teignbridge Business Centre
Cavalier Road
Heathfield Industrial Estate
Newton Abbot
DEVON TQ12 6TZ