



# **Oxfordshire Community Land Trust**

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## **NOTICE OF ANNUAL GENERAL MEETING**

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**NOTICE** is hereby given that the **Annual General Meeting 2023**  
of the **Oxfordshire Community Land Trust** will be held  
on **Tuesday 19<sup>th</sup> September 2023** in the **Main Hall at St Andrews Church, Orchard**  
**Road, Dean Court, Oxford OX2 9BH**

Formal business will take place from **7pm to 8pm** for the transaction of the following  
business:

- 1. Introduction and Apologies (7pm)**
- 2. Directors' annual report, annual statement of accounts and the next 12 months (7.05pm - 7.30pm)**
- 3. Main Business (7.30pm - 7.45pm)**
  - (a) Minutes of 2021/22**
  - (b) Accept accounts to March 2023**
  - (c) Resolutions**
    - (i) To disapply s.83 (duty to appoint auditors)**
  - (d) Election of Directors**
- 4. Q&A with Members (7.45pm - 8pm)**
- 5. Close (8pm)**



## **Explanatory Notes on Voting**

Each member has one vote. A resolution put to the vote at a General Meeting shall, except where a ballot is demanded or directed, be decided upon a show of hands.

Any member entitled to attend and vote at a General Meeting may appoint another person, whether or not a member, as their proxy to attend and vote on their behalf. A proxy can be appointed by delivering a written appointment which may be electronic, to the registered office, or such other place as may be selected by the Board and stated in the meeting notice, at least two days before the date of the meeting at which the proxy is authorised to vote. It must be signed or approved and sent by the member or a duly authorised attorney. Any proxy form delivered late shall be invalid. Any question as to the validity of a proxy shall be determined by the chair of the meeting whose decision shall be final.

## **Explanatory Notes on Resolutions**

### **Item 3(c)(i) Resolution to disapply section 83 (duty to appoint auditors) of the Co-operative and Community Benefit Societies Act 2014**

Third Sector Accountancy have completed the set of Oxfordshire Community Land Trust accounts to 31st March 2023.

By default, Community Benefit Societies are required to formally appoint an auditor to review and report on our accounts each year. This is not a requirement however for Societies with a turnover of less than £10 million, and we have to pass this resolution. This resolution needs to be passed each year to apply to the accounts for that year, as per section 84 of the Co-operative and Community Benefit Societies Act 2014 and our primary rules.

Our accountants, Third Sector Accountancy, compiled our annual accounts for the financial year ending 2023. The board is satisfied with the level of scrutiny provided by our accountant without a more extensive formal audit process. A formal audit of our accounts is not a requirement.

It is therefore proposed that OCLT dis-applies section 83 (duty to appoint auditors) of the Co-operative and Community Benefit Societies Act 2014 in respect of the financial year from 1 April 2022 to 31 March 2023.

Proposed by:

Name: Alison Mathias Date: 23 August 2023

Name: Bob Colenutt Date: 23 August 2023



**Item 3(d)** At our Annual General Meeting, we elect members to serve on the board of OCLT.

Each shall serve for a term of three years, expiring at the annual General Meeting in their third year of office. At every annual General Meeting each Board Member who has served their fixed term shall retire from office. A retiring Board Member can be re-elected. Any Board Member retiring having completed nine years' continuous service on either the Board of the CLT and/or the Board of a group member shall not be eligible for reelection for at least one full term of three years. They may stand for re-election if they wish as long as they have not served more than 9 consecutive years.

The current board members are:

Sue Brownill

Jock Coats

Bob Colenutt (Chair)

Deborah Glass-Woodin

Alison Mathias

Miriam Mutizwa

Fran Ryan (Secretary)

Vyvyan Salmon

Piotr Smok (Treasurer)

Maureen Elliott (co-opted in May 2022)

**Standing down at this AGM are:** Chris Bright, Piotr Smok, Sue Brownill, Deborah Glass-Woodin

**Standing for election at this AGM are:** Sue Brownill, Deborah Glass-Woodin, Mark Child, Maureen Elliott

Our rules allow up to 12 Board members.

Please take a look at the information about the candidates below, in alphabetical order by surname, and make a decision and attend our annual General Meeting to cast your vote.

1. Sue Brownill is a Reader in Urban Policy and Governance at Oxford Brookes University, whose research and teaching interests focus on the interaction of communities with urban planning and regeneration. Sue has been a board member of Oxford Citizens Housing Association since 2003 and before moving to Oxford worked with community organisations in London's Docklands.



2. Deborah Glass-Woodin is a community activist and joined the Board in 2017 to support the Irving Building Project. Deborah first trained as an Occupational Therapist in Oxford in the early 80s, then worked and campaigned in the Middle East for seven years. She returned to Oxford in 1992, becoming a City and then a County Councillor. Apart from her interest in addressing the challenges of housing in Oxford (through Co-housing and the Land Trust) she is part of Oxford GreenPrint workers co-op, is a founder member/manager of South Oxford Farmers and Community Market and director of Hogacre Common Eco Park and is working to set up a local micro-dairy. She is a widow with two children, now young adults, and lives in South Oxford.
3. Mark Child has over 13 years' housebuilding and renewable energy development experience in both the UK and US. He is a qualified barrister and a practising solicitor specialising in planning and public law for a major international law firm. Mark has community organising experience in planning, housing, environmental and economic issues.
4. Maureen Elliott has had a career in local government in both Ireland and England, mostly, but not exclusively, in finance. She is a member of the Chartered Institute of Public Finance and Accountancy and her last position before retirement in 2011 was Finance Business Partner for the Social and Community Services Directorate of Oxfordshire County Council. Maureen recently stood down from the board of Oxfordshire Community and Voluntary Action when her term of office expired after over 9 years in the role of Treasurer. After those 9 years with OCVA Maureen is interested in getting involved in some other voluntary activities. When Alison Mathias informed her of the trust's plans for a share issue it seemed like something that she might be able to give some practical help with. Although Maureen does not have any experience in this area of work, she is confident that her financial experience would be of benefit and is willing to learn and take on a new challenge. Since becoming involved with the share issue planning Maureen has been impressed by the ambition and success of the trust and would like to contribute to future success as a director.

**By order of the Board**

**Fran Ryan**

Secretary

24 August 2023