



**Leamington Football Club Supporters Co-operative Limited  
(‘Brakes Trust’)**

Registered office: 181 Cubbington Road, Lillington, Royal Leamington Spa CV32 7AU.  
Registered in England No. IP030924.

**Notice is hereby given that the Annual General Meeting of the Leamington Football Club Supporters Co-operative Limited will be held at 7:30 pm on Thursday 1<sup>st</sup> of December 2011 at the New Windmill Ground, Harbury Lane, Leamington Spa, CV33 9JR.**

If you have a membership card, please bring it to the meeting.

**Agenda**

1. Welcome and apologies.
2. Chair’s report – Overall report on Trust activities.
3. Treasurer’s report – Audited Balance of Accounts.
4. Membership Secretary’s report.
5. Appointment of Auditors.
6. Results of the election for the board.
7. Business plan summary: Aims and objectives for the coming year.
8. Resolutions and constitutional amendments.
9. Any other business / Q&A.

**By order of the board of the Brakes Trust  
Nick Hallworth, Secretary.**

The Brakes Trust board are:

Peter Davis, Chairman  
Peter Bowen, Vice Chairman  
Paul Sandison, Treasurer  
Nick Rogers, Membership Secretary  
Roy Sandison, Community  
Jim Miller, Community  
  
Chris Baker, Co-opted  
Adrian Barton, Co-opted



Notes to the Notice of Annual General Meeting

1. Elections

Mr Paul Sandison, Treasurer, will be stepping down as a board member at the 2011 AGM. This creates a vacancy on the Brakes Trust board.

In addition to this, it is Trust policy that at the second and third AGMs, half of the board members will resign and re-stand for election. (Thus avoiding all of the board needing to stand for re-election at the 2012 AGM). The board members resigning and re-standing for election (chosen by lot) at the 2011 AGM will be Mr Nick Rogers and Mr Roy Sandison.

In summary, therefore, there will be up to three positions decided by election at the 2011 AGM.

2. Co-opted board members

Co-opted board members usually serve for a period of one year. Therefore Mr Chris Baker and Mr Adrian Barton will stand down as co-opted board members at the 2011 AGM. This will create at least one vacancy for a Co-opted board member, to be selected by the Trust board following the AGM.

Anyone wishing to be co-opted onto the Trust board should complete and return the relevant application form at the rear of this document.

3. Timetable of events

The following summarises the timetable events in the lead-up to the 2011 AGM:

- 7 November 2011 – Advance notification of the AGM and election sent to all members.
- 16 November 2011 – Closing date for member proposals to the agenda, and for registering interest in being co-opted onto the Board.
- 17 November 2011 – Final Notice of AGM including final Agenda (if different to this notice).
- 18 November 2011 – Closing date for applications to stand in Board election.
- 19 November 2011 – All members balloted for election of Board (if contested election).
- 28 November 2011 – Closing date for ballot.
- 28 November 2011 – Closing date for proxy-voting applications.
- 1 December 2011 – AGM.



Applications to stand for election onto Society board

1. At the AGM, three members of the Board will stand down, and therefore the Brakes Trust is seeking applications from members to stand for election to the board. The standing down board members may stand for election if they so wish.
2. Applications must be made using the application form enclosed with this Notice and returned to Nick Hallworth, Secretary, by 18 November 2011.  
Postal applications are to be sent to 5 Mill Street, Warwick, CV34 4HB.  
Emailed applications (in Word format, using the application forms downloaded from [www.brakestrust.com](http://www.brakestrust.com) ) are to be emailed to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com) . The same deadline applies to both postal and emailed applications.
3. The completed application must include a brief biography. As a guideline, this should be between one third and one half of an A4 page in length, and include any relevant information which will support your application to be a board member. The document will shed a little light on your background as an individual, and also state why you would like to serve on the Board. Details may include listing skills gained at work which are relevant to the work of the Trust, experience from other community involvement, or details of previous voluntary work either at Leamington FC or the wider community.
4. The completed application should if possible include a photograph, which will be used as part of the election pack sent to all members, and may also be used in the future on the Brakes Trust website and in promotional material and press releases. The photograph should be of a neutral, uncluttered style, similar in format to a passport photograph. Photographs can either be emailed as images to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com) or alternatively prints can be posted to 5 Mill Street, Warwick, CV34 4HB. Prints will be scanned and returned if requested.
5. Following the election, the Trust Board will be up to 8 members, plus at least one co-opted member who will be chosen by the elected board. The total number of co-opted members must be less than half of the total number of elected Board members.
6. If there is a contested election (i.e. 4 or more applicants standing) then the Trust membership will be balloted. The document containing applicant biographies will be sent to all members together with a ballot paper.
7. If the election is not contested (i.e. 3 or less applicants) then all of the applicants will be elected to the Society Board at the AGM. The biographies document will be available at the AGM itself, and posted on the Trust website following the formal election of the Board.
8. Members wishing to be considered for either for co-opting onto the Board or to be on a particular working group should indicate their wishes on the appropriate attached application form.

The following people in particular may be co-opted:

- (i) a representative or representatives of the Council for the Area on behalf of itself and neighbouring local authorities;
- (ii) a representative or representatives of the young;
- (iii) a representative of disabled supporters;



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- (iv) a representative of local business;
  - (v) a representative or representatives of any other groups associated with the Club (e.g. the Vice Presidents);
  - (vi) a representative or representatives of employees of Leamington FC Limited;
  - (vii) a representative or representatives of the Sports Council and any community scheme run in association with the Club;
  - (viii) a representative of the players at the club, through a professional association or otherwise.
9. Whilst the number of individuals elected to the board is low, there is a lot of scope for interested individuals to become involved via specific sub-groups and committees which will report back to the Society Board.
10. Elected members of the Society Board will normally serve for periods of two years. Co-opted Society Board members will normally serve for a period of one year, but may be re-appointed for a further period subject to these Rules.
11. No person can be a member of the Society Board who:
- a. is subject to a bankruptcy order or has in place a composition with their creditors;
  - b. is subject to a disqualification order made under the Company Directors Disqualification Act;
  - c. has a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);
  - d. fails to abide by any rules for the conduct of elections made by the Society Board.
12. Members who have any queries can email the Secretary, Nick Hallworth, on [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)



Election Policy

1. This document constitutes the Election Rules, Regulations and Procedures, and is drafted in accordance with existing rules of the Brakes Trust. The purpose is to ensure that the election for Society Board members is conducted in an open, democratic and unbiased manner in accordance with this policy and the overall rules.
2. In the event of a contested election (i.e. 4 or more applications to stand for election to the Society Board), an Election Working Group will be formed.
3. The Election Working Group will comprise of Nick Hallworth, Secretary of the Brakes Trust (non-board member), and an independent volunteer. In the event of a ballot arising from a contested election, the independent volunteer will be the Returning Officer.
4. The Secretary is not standing for election onto the Board and is therefore independent. The Secretary will not be eligible to vote in the election.
5. The election timetable is printed at the top of these notes.
6. In the event of a contested election, the Secretary will produce a document containing all of the applicant biographies and forward this to the Trust membership. Ballot papers will allow all adult Trust members to vote which members they would like to be elected onto the Trust board.
7. In the event of a contested election, the format of the ballot will use a first past the post system. The ballot papers will include the names of all persons standing for election, and the voter must choose 3 people from this list, for example:

Vote for the candidates by putting a X next to their name. Don't vote for more than 8 candidates.	
Bloggs	X
Smith	X
Jones	
Lee	X

In this system, the votes for each person will be added up and the top 3 will be elected to the Society Board.

8. Completed ballot papers will be returned to the Secretary but not opened by the Secretary. They will be forwarded unopened to the Returning Officer after the ballot closing deadline.
9. Emailed ballot responses will be sent to an especially-created email address which only the Returning Officer will have access to.
10. The Returning Officer will determine the results from the responses received.
11. The results of the election will be announced at the AGM and all members will be notified in writing or via email.



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12. All communication regarding Election Policy should be addressed to the Secretary, Nick Hallworth, via email at [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com) or by post to 5 Mill Street, Warwick CV34 4HB.
13. After the AGM there will be a board meeting (within 14 days) during which any new board positions will be allocated and any decisions on co-opted Board members will be made.

### Any other business

1. Any member can add a proposal onto the agenda, however this must be done in advance in order to allow time to assess the proposal and then notify the other members of the updated agenda. The deadline for submitting proposals is 16 November 2011. Proposals can either be sent by post to the Secretary at 5 Mill Street, Warwick, CV34 4HB Or emailed to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)
2. The process is for a motion to be sent to the Secretary who will then liaise with the Trust board to assess whether it's 'in order' (i.e., does it ask the Trust to do something that is legal and is not against the constitution?) . If it is in order then it will be added to the final agenda of the AGM.
3. Any resolution should also have any supporting documents attached to it.

### Proxy voting

1. Any member of the Trust who is entitled to attend a meeting of the Society is entitled to appoint a proxy to attend, speak and vote in their place. The proxy need not be a member and a proxy form is enclosed with this Agenda. This must be completed and returned to the address shown by 28 November 2011. Any applications received after this date will be disregarded.
2. To change your proxy instructions, please submit a new proxy application using the same application form. Note that the cut-off time for amended proxy applications will be the same as indicated above. Any amended proxy applications made after this date will be disregarded.
3. If you submit more than one valid proxy application then the one received latest will take precedence.
4. In order to revoke a proxy instruction, please inform the Secretary in writing, stating your intention to revoke the proxy instruction. Note that the cut-off time for revoking a proxy instruction will be the same as indicated above. Any notifications received after this date will be disregarded, and the original proxy instruction will still apply.
5. The following further rules apply to proxies.
  - a. No person other than the Chair of the meeting can act as proxy for more than 3 members;
  - b. Any question as to the validity of a proxy is to be determined by the Chair of the meeting whose decision is to be final.
  - c. A proxy need not be a member of the Brakes Trust.



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6. Members who have any queries can email the Secretary, Nick Hallworth, on [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)

### Full Rules

The notes above are based upon the full rules of Leamington Football Club Supporters Co-operative Limited. These can be read at [www.brakestrust.com/rules.html](http://www.brakestrust.com/rules.html)

Alternatively, if you wish to be sent a paper copy of the Rules, please contact Nick Hallworth on [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)



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**APPLICATION TO STAND FOR ELECTION TO SOCIETY BOARD**

I, the undersigned, being a full adult member of the Brakes Trust, hereby register my intent to stand in the election for membership to the Society Board.

I have written a biography and this is attached.

(Please refer to attached notes for guidance on writing this biography).

I can confirm the following:

- a. I am not subject to a bankruptcy order nor have in place a composition with any creditors (e.g. an IVA);
- b. I am not subject to a disqualification order made under the Company Directors Disqualification Act;
- c. I do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);

Signed .....

Date .....

Please return this completed form, together with your biography, either by post to:

Nick Hallworth  
5 Mill Street  
Warwick  
CV34 4HB

... Or by email to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)

Submitted forms must be returned on or before 18 November 2011. This applies to both postal applications and emailed applications.

If you have any queries please do not hesitate to email Nick Hallworth on the above email address.



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**FORM OF PROXY**

I, the undersigned, being a member of the Brakes Trust, hereby appoint

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as my proxy to attend, speak, and vote at the Annual General Meeting.

Signed .....

Date .....

Please refer to the attached notes on proxy voting.

Please return this completed form either by post to:

Nick Hallworth  
5 Mill Street  
Warwick  
CV34 4HB

... Or by email to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)

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**APPLICATION TO REGISTER INTEREST IN BEING CO-OPTED ONTO SOCIETY BOARD OR JOINING A WORKING GROUP**

I, the undersigned, being a full adult member of the Brakes Trust, hereby register my interest in being co-opted onto the Society Board / being part of a non-Board working group (Delete as applicable).

I have written a biography and this is attached.  
(Please refer to attached notes for guidance on writing this biography).

Please indicate your specific area of interest/expertise (e.g. Community, fundraising, public sector):

.....

Signed .....

Date .....

Please return this completed form, together with your biography, either by post to:

Nick Hallworth  
5 Mill Street  
Warwick  
CV34 4HB

... Or by email to [nickhallworth@googlemail.com](mailto:nickhallworth@googlemail.com)

Submitted forms must be returned on or before 28 November 2011. This applies to both postal applications and emailed applications.

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