

Lyme Regis CLT Limited

Notice of Annual General Meeting

To be held at Clondara, Woodmead Road, 3.00 pm on **Wednesday 19 June 2024**

Agenda

- Secretary to welcome all members and announce any members seeking to use a proxy vote, which is the right of Members to appoint a proxy under section 324 of the Companies Act 2006 and Article 17 of the A of A.

1. Agree minutes of Annual General Meeting held on 25 April 2023

2. Receive Chairman's report on year's activities to 31 December 2023.

3. Receive Secretary's report on activities to 31 December 2023.

4. Receive Treasurer's report on activities to 31 December 2023.

- Present 2023 year end accounts and confirmation of accounts check for approval

- Propose appointment of suitable person to check 2023 accounts in due course

- To confirm formal audit is not required (Companies House does not require formal audit from us but it does require that we confirm the fact.).

5. Resignation of directors: In accordance with the A of A requiring a circular retirement of directors minimum two, B J Rattenbury and H L Jenkin will retire at the conclusion of this meeting.

To accept nominations for directors.

6. Election of directors. Nominations for directors to be received in the form laid down in the A of A by Friday 14 June 2024. (2 business days before date of AGM)

7. Directors nominate and agree appointment of Secretary and Treasurer.

8. Consideration of any Resolutions which have been received within the permitted time frame (see A of A)

9. Date and time of first meeting of the new board to be 19 June 2024 immediately following AGM.

APPOINTMENT OF A PROXY

Members are entitled to appoint a proxy to vote on their behalf.

The undermentioned member wishes to appoint a proxy for the Annual General Meeting of Lyme Regis CLT to be held on 19 June 2024.

Name of Member

Address of Member

Name of person appointed to be member's proxy

I, the member, wish my proxy to vote in the following manner

Signed:

Note: This Proxy Appointment must be delivered on paper to the registered office Studley, Woodmead Road, Lyme Regis, DT7 3AD by 5pm on the date of the meeting.

17 APPOINTMENT OF PROXIES (extracted from A of A)

17.1 Proxies may only validly be appointed by a notice in writing (a “**proxy notice**”) which:

17.1.1 states the name and address of the Member appointing the proxy;

17.1.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

17.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the directors may determine; and

17.1.4 is delivered to the Company in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

17.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

17.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

17.4 Unless a proxy notice indicates otherwise, it must be treated as -

17.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

17.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

17.5 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person.

17.6 An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

17.7 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

17.8 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

EXTRACT FROM ARTICLES OF ASSOCIATION 92

1 APPOINTMENT OF DIRECTORS

1.1 The Company may by ordinary resolution:

1.1.1 appoint a person who is willing to act to be a director; and

1.1.2 determine the rotation in which any additional directors are to retire.

1.2 No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1.2.1 he or she is recommended for re-election by the directors; or

1.2.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Company is given a notice that:

1.2.2.1 is signed by a Member entitled to vote at the meeting;

1.2.2.2 states the Member's intention to propose the appointment of a person as a director;

1.2.2.3 contains the details that, if the person were to be appointed, the Company would have to file at Companies House; and

1.2.2.4 is signed by the person who is to be proposed to show his or her willingness to be appointed.

1.3 All Members who are entitled to receive notice of a general meeting must be given not fewer than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director who is to retire by rotation.

1.4 The directors may appoint a person who is willing to act to be a director.

1.5 A director appointed by a resolution of the other directors must retire at the next annual general meeting and must not be taken into account in determining the directors who are to retire by rotation.

1.6 The appointment of a director, whether by the Company in general meeting or by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

1.7 The Board Members shall be elected in accordance with a procedure set out by the Board (who may vary or amend it from time to time). The Board may set selection criteria for Board Members seeking to ensure that they have adequate and suitable expertise. The chosen candidates shall be put forward to the relevant annual general meeting as the candidates for election as Board Members. The Members shall vote on the election of the candidates put forward at the relevant annual general meeting. In doing so, the Members shall use their reasonable endeavours to ensure that the successful candidates have the requisite skills and experience as may be requested by the Board. Each successful candidate shall become a Board Member and serve for a term of three years, expiring at the annual general meeting in their third year of office.

1.8 A vacancy for a Board Member arising because there were insufficient candidates elected at the relevant annual general meeting, or because of a retirement or for whatever other reason may be filled by the Board and such replacement shall hold office for the remainder of the period of office of his/her predecessor. If a Board Member retires at an annual general meeting in accordance with these Articles and the meeting does not fill the vacancy, the retiring Board Member shall, if willing, be deemed to have been reappointed unless a resolution for his/her reappointment is put to the meeting and lost.



Lyme Regis Community Land Trust



Lyme Regis CLT Limited

Election of Directors – application form

I hereby apply to be elected as a Director of Lyme Regis CLT Limited. I have read the Memorandum and Articles of Association and accept the provisions therein.

To my knowledge I am not disqualified from holding such a Directorship. I am not an undischarged bankrupt.

Full name of applicant:

Proposed by: (name of member) (signature)

Seconded by: (name of member)(signature)

Signed by applicant: Date:

Companies House require the following information about the candidate to be declared:

- Date of birth:
- Full name
- Address
- telephone number
- Email address for correspondence

This nomination on paper must be received by the Secretary at least 5 days before the AGM to enable distribution to members within the required time of 4 days. Your personal details (bullet points) will not be shared, except as stated for Companies House requirement.

Lyme Regis CLT Limited - A not for profit company limited by guarantee - No: 8858935

Registered office: Studley, Woodmead Road, Lyme Regis, Dorset DT7 3AD

Charity number: 1165699. Web site www.lymeregisc.lt.co.uk

This page was updated May 2024 to agree with current Companies House requirements

Lyme Regis CLT Ltd

Annual Report and Accounts

for the year ending 31 December 2023

To be presented at the AGM of the company on 19 June 2024

Lyme Regis CLT Limited - A not for profit company limited by guarantee - No: 8858935

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Lyme Regis CLT Limited

Minutes of Annual General Meeting

Held at Clondara, Woodmead Road, at 3pm Tuesday 26 April 2023

- Secretary welcomed all members and announced no members wished to use a proxy vote.
- 1. Agreed minutes of Annual General Meeting held on 1 June 2022
- 2. Received Deputy Chairman's report on year's activities to 31 December 2022. The meeting remembered K D Jenkin, Chairman, who passed away 6 March 2023.
- 3. Received Secretary's report on activities to 31 December 2022
- 4. Received Treasurer's report on activities to 31 December 2022.
- 2022 year end accounts received and
- The appointment of a suitable person to check 2023 accounts in due course was left in abeyance
- Meeting confirmed that a formal audit is not required (Companies House does not require formal audit from us).
- 5. Resignation of directors: In accordance with the A of A requiring a circular retirement of directors minimum two, B J Rattenbury and RM McLaughlin were required to retire at the conclusion of this meeting.
- 6. The following persons were elected as directors unanimously.
 B J Rattenbury, R M McLaughlin.
- 7. Directors nominated and agreed appointment of HL Jenkin as Secretary and Treasurer.
- 7a Appointment of a checker for accounts was held in abeyance owing to KDJ's death.
- 8. No Resolutions were received within the permitted time frame (see A of A)
- 9. Date and time of first meeting of the new board to be 3.30pm 25 April 2023 immediately following AGM.

DIRECTORS' REPORT FOR THE PERIOD ENDED 31 DECEMBER 2023

The directors present their report and financial statements for the Period ended 31 December 2023

Principal activities

The principal activity of the company is that of a Land Development Trust

Directors as at 31 December 2023

The following directors have held office since 12 April 2021

RHS McLaughlin (Appointed 23 January 2014)

BJ Rattenbury (Appointed 23 January 2014)

HL Jenkin (Appointed 22 March 2015)

Company Secretary

H L Jenkin (Appointed 23 January 2014)

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

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B J Rattenbury

Director

Lyme Regis CLT Limited - Chairman's report

"This has been another interesting year.

Our previous Chairman who was elected in April '23, has had to step down due to securing a position in the EDDC, and therefore this could lead to a possible conflict of interest. He will continue to offer advice where appropriate. I was elected Chairman in April '24.

This left us with only three board members. The good news is, that last month we were able to appoint two new board members both with experience in the construction industry. This will go a long way to strengthening the CLT board.

The Garmans field development continues to run smoothly and our annual income of ground rent was received last August.

We continue to concentrate our efforts and resources on our Uplyme project with our local landowner.

Initial surveys and ground investigation have been carried out by our consultants.

The Pre App response from the principal planning officer for EDDC was to say the least very disappointing. In view of this decision we have appointed a company to challenge the negative reasoning in the response. This work is on going at this time.

We will continue to push forward on the Uplyme site and remain hopeful of obtaining planning consent

Brian Rattenbury
Chairman
May '24".

Lyme Regis CLT Limited - Secretary 's Report.

There has been no addition to the register of members during 2023.

There is no person of significant control.

(CS01) The annual Confirmation statement was accepted at Companies House on 24 January 2023. The unique submission number is **096-180084**.

The Annual Return update at the Charities Commission was completed, receipt **CRM:0523348**

Lorna Jenkin, Secretary

LYME REGIS CLT LIMITED

(LIMITED BY GUARANTEE)

REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF LYME REGIS CLT LIMITED FOR THE PERIOD ENDING 31 DECEMBER 2023.

It is the duty of Lyme Regis CLT Limited to ensure that adequate accounting records are kept and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit (loss) of Lyme Regis CLT Limited. The company considers that Lyme Regis CLT Limited is exempt from the statutory audit requirement for the Period.

The accounts have been prepared according to the format required by Part 15 of the Companies Act 2006.

The company has received a letter from hmrc stating that the Lyme Regis CLT Limited is currently exempt from taxation .

The accounts have been checked independently.

These accounts have been checked in accordance with the information supplied to me and have been found to be correct.

.....

BJ Rattenbury

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared in accordance with the Financial Reporting Standard for Small Entities (effective April 2008).

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Turnover

Turnover in year 2023 was £47610 (of which £41365 was received from 2 x EDDC grants)

2. Taxation

As the company is a 'mutual trading' company, corporation tax will not normally be levied upon operating profits. However, corporation tax would be due on any income derived from dealing with third companies. The Company has been granted temporary exemption from declaring a Corporation Tax return.

3. Creditors: amounts falling due within one year

nil

Invoices outstanding

nil

For the financial Period ended 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities: (updated for 2023)

For the year ending 31 December 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved for the Board for issue on 19 June 2024

B J Rattenbury, Chairman

Lyme Regis CLT Limited - A not for profit company limited by guarantee - No: 8858935

Registered office: Studley, Woodmead Rd., Lyme Regis DT7 3AD

Charity number: 1165699. Web site www.lymeregisc.lt.co.uk

Accounts for the year 2023

	2023	2022
Memberships fund	10	9
Memberships fund addition		1
	=====	
Balance General fund b/fwd	11988	12502
Rent received & Donations	6240	3124
Memberships of Professional Bodies	-375	-350
Secretarial expenses	-692	-168
Grants received	41365	
Cost of Project	-10147	
Rent accrued due (inv outstanding)	0	-3120
Balance inc memberships c/fwd	48753	11988

as at 31 December 2023

STATEMENT IN FORMAT ACCEPTED BY COMPANIES HOUSE ANNUAL REPORT

	2023	2022
Cash		5.00
Balance at Bank	48753.60	11983.20
	<u>48753.60</u>	<u>11988.20</u>
Funds provided by b/fwd	11978.20	12492.51
Working Surplus for 2023	36765.40	2605.69
Invoice accrued due	<u>48743.60</u>	<u>-3120.00</u>
Membership fund	10.00	10.00
	<u>48753.60</u>	<u>11988.20</u>
Total funds	<u>48753.60</u>	<u>11988.20</u>

[illegible]

Statement of Assets and Liabilities as at 31 Dec 1923

Independent examiner's report to the trustees of Lyme Regis Community Land Trust

I report to the trustees on my examination of the accounts of the Lyme Regis Community Land Trust (the Trust) for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

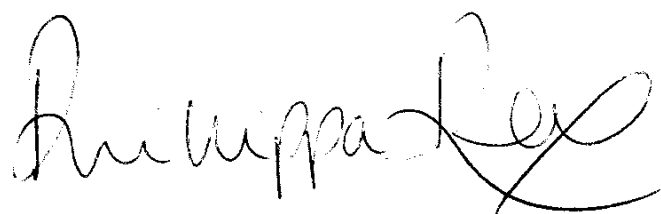
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and made one adjustment to the accounts in terms of (1.3) "turnover" which had been recorded as -£514 but was £47610 for the accounting period. This was an input error only. Some references in the Chairman's Report referenced developments within the Trust outside the accounting period but this is not an issue of material concern. I came across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: PHILLIPPA REX (FINANCE & OPERATIONS MANAGER TOWN MILL)

Relevant professional qualification or membership of professional bodies (if any): NONE

Address: THE STABLES, WHATLEY, CHARD, SOMERSET, TA20 4JS

Date: 27/09/2024