

**THE INCORPORATED LAW SOCIETY FOR CARDIFF AND DISTRICT**  
(Registered in England and Wales with number 00022357)

(the Company)

**NOTICE OF ANNUAL GENERAL MEETING 2021**

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of The Incorporated Law Society for Cardiff and District will be held at Radisson Blu Hotel, Bute Terrace, Cardiff on 17 November 2021 at 6:00pm.

NOTE: Members will be able to physically attend the AGM and will also be able to attend via Zoom.

**Join us in-person**

**Venue:** Radisson Blu Hotel, Bute Terrace, Cardiff CF10 2FL | **Time:** Arrival from 5:30pm

**Programme:**

- 5:30pm: Arrival
- 6:00pm: AGM Starts
- Complimentary Drinks & Canapes to follow the AGM.

To join us in person, please register here: <https://www.eventbrite.co.uk/e/the-incorporated-cardiff-district-law-society-agm-2021-tickets-203943629887>

(Places are limited and current Covid restrictions will apply)

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**Virtual meeting**

**Time:** 6pm start

Location: Zoom using this link or via proxy:

<https://us02web.zoom.us/j/86930200017?pwd=eVZ4akhrbkhMeG9qZkZVZWdScW5Cdz09>

**Meeting ID:** 869 3020 0017

**Password:** 707748

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AGM

You will be asked to consider and vote of the resolutions set out overleaf which are proposed and will be passed as ordinary resolutions.

## ORDINARY RESOLUTIONS

- 1 To read through and if it thought fit confirm the minutes of the Annual General Meeting held on 27 July 2020.
- 2 To receive the unaudited financial statements for the year ended 31 December 2020 including the Treasurer's Report.
- 3 To re-elect with effect from the conclusion of the meeting Trudy McBride, Clive Thomas, Michael Zajdel, Phil Griffiths, Sarah Watkins and Stephen Averill as members of Council, who are standing for re-election.
- 4 To elect with effect from the conclusion of the meeting Paul Veysey as a member of Council, who was co-opted during the previous year and is now standing for election.
- 5 The election of officers for the ensuing year who will also serve as members of Council with effect from the conclusion of the meeting:-

<b>Office</b>	<b>Nomination</b>
President	Tom Black
Senior Vice-President and Hon. Asst. Secretary (Equality & Diversity)	Jenine Abdo
Junior Vice-President	Rhian Hooten
Honorary Secretary	Rachelle Sellek
Treasurer	Janet Lavelle
Hon. Asst. Secretary (P.D. Officer)	Tom Danter
Hon. Asst. Secretary (Membership)	Steve Roberts
Hon. Asst. Secretary (Diversity and Inclusion)	Trish D'Souza
Hon. Asst. Secretary (Regulatory Issues)	Byron Jones
Hon. Asst. Secretary (Social)	Delyth Williams
Hon. Asst. Secretary (Marketing and Website)	Emma Waddingham

- 6 To approve the donation of £250 to LawCare and £250 to SBA (The Solicitors Charity)

## PRESIDENT'S REPORT

### AOB

*Registered Office*  
3 Assembly Square  
Britannia Quay  
Cardiff  
CF10 4PL

By Order of the Board  
R L Sellek  
Company Secretary

Dated: 2 November 2021

See below for Notes.

## NOTICE OF ANNUAL GENERAL MEETING

### NOTES

The terms used in this Note here shall have the same meanings as those set out in the Company's articles of association. References to articles are to the aforementioned articles of association.

1. Every member shall have one vote whether on a show of hands or on a poll provided that any Associate Members as defined in Article 4 shall not be entitled to vote.
2. Members are entitled to appoint a proxy to vote at a general meeting of the Company. The process for doing so is as described in paragraph 6 below.
3. On a show of hands, each member present is entitled to one vote. Members represented by proxy shall have no vote.
4. On a poll, votes may be given either personally or by proxy, but no person shall act as a proxy who is not entitled to be present and vote in his own right.
5. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy, provided that no intimation in writing of the death or revocation shall have been received at the registered office one hour at least before the time fixed for holding the meeting.
6. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing, in the following form or as near thereto as circumstances will permit:-

"THE INCORPORATED LAW SOCIETY FOR CARDIFF AND DISTRICT"

"I, \_\_\_\_\_ of \_\_\_\_\_ a member of THE INCORPORATED LAW SOCIETY FOR CARDIFF AND DISTRICT hereby appoint \_\_\_\_\_ of another member of the Society, and failing him of \_\_\_\_\_ another member of the Society, to vote for me and on my behalf at the Annual General Meeting of the Society held on the \_\_\_\_\_ day of \_\_\_\_\_ and at every adjournment thereof.

As my witness my hand this \_\_\_\_\_ day of \_\_\_\_\_."

7. To be valid any proxy form or other instrument appointing a proxy must be:

- completed and signed;

- sent or delivered to R L Sellek, 3 Assembly Square, Britannia Quay, Cardiff CF10 4PL; and
- received by R L Sellek no later than forty-eight hours before the time appointed for holding the meeting.