

## Notes on the proxy voting process at The Community Farm 2023

*Please note that you are welcome to attend and vote at the AGM even if you have submitted a proxy vote. We will simply discard your proxy votes and count your vote at the AGM instead. You can vote either by filling in the online form ([www.surveymonkey.co.uk/r/WV7G8G8](http://www.surveymonkey.co.uk/r/WV7G8G8)), or (if you don't have internet access) by filling in the paper form and returning by the deadline.*

1. As a member of The Community Farm you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of The Community Farm. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of The Community Farm but must attend the meeting to represent you. To appoint as your proxy a person other than the Secretary of the meeting, insert their full name where indicated. If you complete your proxy notice with no name inserted, the Secretary of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Secretary, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Secretary and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions, answer the questions as indicated in the online survey/paper form. If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.

5. To appoint a proxy using the paper form, the notice must be:
  - a. completed and signed by you
  - b. sent by email to [accounts@thecommunityfarm.co.uk](mailto:accounts@thecommunityfarm.co.uk) or delivered to The Community Farm, Denny Lane, Chew Magna, Bristol BS40 8SZ
  - c. received by The Community Farm no later than 5pm on Monday 6th November 2023.
  
6. Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.
  
7. If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will take precedence.

To revoke your proxy instructions, send notice clearly stating that the instructions are revoked and ensure that the notice is received by The Community Farm by 5pm on Monday 6th November 2023, or attend the AGM in person.