



TO: ALL MEMBERS OF THE HORTICULTURAL TRADES ASSOCIATION

NOTICE OF THE ANNUAL GENERAL MEETING OF THE HORTICULTURAL TRADES ASSOCIATION

By order of the Board notice is hereby given that the Annual General Meeting of the Horticultural Trades Association will be held on Wednesday 25 September 2024, both at The ICC Birmingham and via webinar, commencing at 16:45pm.

Will Armitage
HTA President
31 July 2024

AGENDA

1. To approve the Minutes of the 2023 Annual General Meeting held via webinar on Friday, 1 September 2023.
2. To receive the Annual Review, Balance Sheet and Accounts for 2023.
3. To elect the Officers of the Association:
 1. To ratify the appointment of:
 - a. Will Armitage as President
 - b. Jane Lawler as Vice President
 - c. Alan Down as Immediate Past President
 - d. Mark Pitman as a Director
 - e. Holly Youde as a Director
 - f. Mike Burks as a Director
 2. To ratify the re-appointment of:
 - a. Geoff Cesar
 - b. Neil Grant
 - c. Matthew Bent
 - d. Brian Fraser



4. To re-appoint auditors.
5. To confirm annual subscription rates for 2025.
6. Any other business, by leave of the Chairman.



NOTES TO THE NOTICE OF GENERAL MEETING

Appointment of proxies

1. The President and in his absence the Vice President shall preside as Chairman at every general meeting, but if at any meeting neither shall be present within fifteen minutes after the time appointed for holding the same, and willing to preside, the Members present shall choose a Director, or if no such Director be present, or if all the Directors present decline to take the chair, they shall choose a Member who shall be present to preside.
2. As a member of The Horticultural Trades Association, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting and you should have received a proxy form with this notice of meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
3. A proxy does not need to be a member of The Horticultural Trades Association but must attend the meeting to represent you. Details of how to appoint the Chairman of the Meeting or another person as your proxy using the proxy form are set out in the notes to the proxy form. If you wish your proxy to speak on your behalf at the Meeting you will need to appoint your own choice of proxy (not the Chairman) and give your instructions directly to them.
4. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.
5. The notes to the proxy form explain how to direct your proxy how to vote on each resolution.

Appointment of proxy using hard copy proxy form

6. To appoint a proxy using the proxy form, the form must be:
 - a. completed and signed;
 - b. sent or delivered to The Horticultural Trades Association at Horticulture House, Chilton, Didcot, Oxfordshire, OX11 0RN; and
 - c. received by The Horticultural Trades Association no later than two business days before the date of the meeting.

In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.



Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

Electronic appointment of proxies

7. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by scanning and emailing the proxy form to companysecretary@hta.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by The Horticultural Trades Association no later than two business days before the date of the meeting.

This e-mail address should not be used for any other purposes unless expressly stated.

Changing proxy instructions

8. To change your proxy instructions simply submit a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments (see above) also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

Termination of proxy appointments

9. In order to revoke a proxy instruction you will need to inform The Horticultural Trades Association using one of the following methods:
 - a. By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to The Company Secretary, The Horticultural Trades Association, Horticulture House, Chilton, Didcot, Oxfordshire, OX11 0RN. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
 - b. By sending an e-mail to companysecretary@hta.org.uk

In either case, the revocation notice must be received by The Horticultural Trades Association no later than two business days before the date of the meeting.



If you attempt to revoke your proxy appointment but the revocation is received after the time specified then, subject to the paragraph directly below, your proxy appointment will remain valid.

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.

Communication

- 10.** Except as provided above, members who have general queries about the Meeting should contact **companysecretary@hta.org.uk** (no other methods of communication will be accepted).

You may not use any electronic address provided either:

- in this notice of general meeting; or
- any related documents (including the proxy form),
to communicate with The Horticultural Trades Association for any purposes other than those expressly stated.