29th October 2019

Dear Member

**ANNUAL GENERAL MEETING – 21st November 2019**

Please find enclosed the agenda for the evening of 21st November 2019, which covers all four Companies together with formal Notice of the Annual General Meeting for The Isle of Gigha Heritage Trust. R A Clement Associates will present the consolidated Accounts for all four companies at the AGM.

Enclosed is a nomination form for each company for completion by Members wishing to be put forward for election onto each Board. Please complete the form(s) should you wish to be nominated and submit along with a short biography (max 300 words) and return it to the Trust Office no later than **12 noon on Monday 11th November 2019.** The deadline was previously 31st October however this has now been extended.

There are four vacancies for IGHT meaning we are seeking nominations for four Director positions. There are also vacancies for each of the subsidiary companies: GTL, GGPL and GREL. In the interests of succession planning and building the skills sets of the Board for the future, nominations from Members who can bring relevant knowledge and skills required to support the work of each Board will be very welcome. Further information on the role, responsibilities, liabilities and other governance matters pertinent to becoming a Board Director can be supplied from the Trust office on request. Members will receive notification of all nominations and their biographies on **Tuesday 12th November** **2019.**

Voting will take place in person or by proxy. If you are attending the meeting, you will be asked to complete a Ballot Paper in relation to voting on the evening. If, however, you believe you will be unable to attend the meeting and opt to appoint a Proxy on your behalf, please contact the office to obtain a proxy form. Please also note the following:-

1. You can nominate a first proxy and a second proxy who will step in should your first proxy not be available. You can pick anyone who you think will be available to attend the AGM.
2. Please return your completed proxy form to the Trust Office no later than **7.30pm on Tuesday 19th November 2019**. Please return these as early as you can to facilitate our returning ballot papers to you.
3. You will then be posted out a ballot paper together with the candidate’s biographies. Please complete the ballot paper and place it in the sealed envelope, which will be provided.
4. Hand the sealed envelope to your selected first proxy. They will then submit your vote at the AGM or hand it to your second proxy to submit if they are unavailable. Please make sure your first proxy is aware of the second proxy.

To save on printing and postage, a copy of the Accounts for IGHT and subsidiary companies will be available to you in the Trust office. A copy of all Accounts will be made available at [www.gigha.org.uk](http://www.gigha.org.uk) also.

Should you have any queries regarding the processes or require further clarification, then please contact the office.

Yours sincerely,

Ian

Ian Wilson

Chair, for and on behalf of The Isle of Gigha Heritage Trust