



# ANNUAL GENERAL MEETING 2024

**Saturday 15 June 2024**  
**10.00–11.00am**

**The Trustees of the charity cordially invite members to our 56th Annual General Meeting (AGM).**

**Please note, the AGM will be held as a business meeting via Zoom.**

## **REGISTRATION**

**Please register for the AGM at**  
**[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)**

Details of the video conferencing facility and how to use it will then be sent to you by email.

If you would prefer to listen to the AGM, rather than join by video, please also register at **[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)** but note that you will NOT be able to vote via telephone.

# HOW TO PARTICIPATE

## Appointment of proxy

If you are not attending, are a registered member of the charity and wish someone to represent you at the meeting, you should complete the proxy form. Your proxy can be the Chair of the meeting or any nominated person of your choice. If your proxy is not the Chair of the meeting, they will need to register for the AGM at

**[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)**

Please note that the charity's constitution has no provision for postal voting.

**Proxy votes:** any member who is entitled to attend and vote at this meeting may appoint a proxy to attend and vote instead of them. A form of proxy is enclosed and must be returned no later than 48 hours before the time fixed for the meeting by email to **[agm@coeliac.org.uk](mailto:agm@coeliac.org.uk)** or by post to the address on the Appointment of Proxy form.

**The charity's Impact Report** incorporating summary financial statements is available from the charity's website at **[www.coeliac.org.uk/impact2023](http://www.coeliac.org.uk/impact2023)** or can be obtained by sending a stamped addressed A4 envelope to the AGM Administrator at the charity's office.

Copies of the charity's full financial statements are available to download from the charity's website at **[www.coeliac.org.uk](http://www.coeliac.org.uk)** or can be obtained by sending a stamped addressed A4 envelope to the finance department at the charity's office.

Copies of the charity's draft Articles of Association are available to download from the charity's website at **[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)** or can be obtained by request at **[agm@coeliac.org.uk](mailto:agm@coeliac.org.uk)**.

Please register for the AGM at **[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)**

# NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the **ANNUAL GENERAL MEETING** of the members of **COELIAC UK** will be held by **video conference** at **10:00 hours** on **Saturday 15 June 2024** for the following purposes:

1

To receive the charity's financial statements for the year ended 31 December 2023

2

To receive the Trustees' Report on the past year

3

To re-appoint Moore Kingston Smith as auditors for the coming year

4

To re-elect Nicola Valmas as Trustee

5

As Special Resolution, with effect from the conclusion of the Annual General Meeting, the draft articles of association produced to the meeting and, for the purposes of identification, initialled by the Chair and made available on Coeliac UK's website at **[www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM)** be adopted as the articles of association of Coeliac UK in substitution for, and to the exclusion of, Coeliac UK's existing articles of association

**By order of the Board of Trustees and Ashley Bailey (Company Secretary) 31 March 2024**

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## Trustee biography relating to the resolutions

**Nicola Valmas** is a Management Consultant with over 30 years of experience, specialising in HR, procurement, and sales & marketing across various sectors, from Finance to IT and Fast Moving Consumer Goods (FMCG). This expertise is supported by an Honours Degree in Quantity Surveying and qualifications in other disciplines such as Project Management. As a versatile and pragmatic problem solver, Nicola has served as Managing Director of Flo Consulting Ltd for nearly 16 years, providing change and transformation consultancy as well as interim management services to a wide range of businesses.



Nicola Valmas

Nicola's husband, Tim, has coeliac disease, and together they have fundraised actively for the charity since Tim's diagnosis in 2006. Tim is passionate about eating out safely and Nicola hopes to use her skills and knowledge to support and increase awareness of coeliac disease, both within the general population and the restaurant industry.

# APPOINTMENT OF PROXY

For the **COELIAC UK ANNUAL GENERAL MEETING** to be held on **SATURDAY 15 JUNE 2024**

Any full member of the charity, who is entitled to attend and vote at this meeting may appoint a proxy to attend and vote instead of him/herself

I hereby appoint the **\*Chair of the meeting**

\*or  of

email address

as my proxy to vote in my name and on my behalf at the Annual General Meeting of Coeliac UK to be held on Saturday 15 June 2024 and at every adjournment thereof on the resolutions of the full member of the charity (If you appoint someone other than the Chair of the meeting, please ensure that they have registered for the AGM at [www.coeliac.org.uk/2024AGM](http://www.coeliac.org.uk/2024AGM) so that they will be at the meeting).

## PLEASE INDICATE BELOW HOW YOU WOULD LIKE YOUR PROXY TO VOTE ON YOUR BEHALF

- |                        |   |               |
|------------------------|---|---------------|
| <b>Resolution No 1</b> | To receive the charities financial statements for the year ended 31 December 2023   | *For *Against |
| <b>Resolution No 2</b> | To receive the Trustees' Report on the past year  | *For *Against |
| <b>Resolution No 3</b> | To re-appoint Moore Kingston Smith as auditors for the coming year  | *For *Against |
| <b>Resolution No 4</b> | To re-elect Nicola Valmas as Trustee  | *For *Against |
| <b>Resolution No 5</b> | As Special Resolution, with effect from the conclusion of the Annual General Meeting, the draft articles of association produced to the meeting and, for the purposes of identification, initialled by the Chair and made available on Coeliac UK's website at <a href="http://www.coeliac.org.uk/2024AGM">www.coeliac.org.uk/2024AGM</a> be adopted as the articles of association of Coeliac UK in substitution for, and to the exclusion of, Coeliac UK's existing articles of association | *For *Against |

\*Strike out whichever is not desired. Unless otherwise instructed, the proxy may vote as they think fit or abstain from voting. I confirm that: \*Please tick one box only.

- \*I am a full member of the charity.
- \* I am a parent/guardian of a child member (who will be under sixteen years of age on 15 June 2024). No other parent/guardian of this child is already a full member of the charity. I wish to be a full member of the charity on behalf of my child.
- \*I was a child member of the charity and have recently attained sixteen years of age. I wish to be a full member of the charity.

Full name:

Membership number:

Address:

Postcode:


Email address:

Signed:  Date:

Please detach and return by email to [agm@coeliac.org.uk](mailto:agm@coeliac.org.uk) or by post to Coeliac UK AGM 2024, Gaters Mill, Unit 4, The Arch Building, Mansbridge Road, West End, Southampton SO18 3HW. Please do not send this to the charity with any other mail.

**To be received by 10.00am on Thursday 13 June 2024.**

Coeliac UK is a registered charity in England and Wales (No. 1048167) and Scotland (No. SC039804) and Company Limited by Guarantee, registered in England and Wales (No. 3068044). Registered Office: Artisan, Hillbottom Road, High Wycombe, Buckinghamshire, HP12 4HJ.

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