

**Company Number: 03333780**

**Charity Number: 1061593**

**Institute of Historic Building Conservation (the ‘Company’)**

**Annual General Meeting 3 May 2023: Proxy Form (Long)\***

*\*To be received at the offices of the Company no later than 6PM on 30 April 2023*

Before completing this form, please read the explanatory notes attached

I, (your name and address)

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being a member of the Company entitled to vote at general meetings

hereby appoint

1. the Chairman of the meeting; OR

1. Name of proxy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[The Chair will automatically be appointed unless you name an alternative and delete option 1*)

as my proxy to attend, speak and vote on my behalf at the Annual General Meeting of the Company to be held online at 6pm on Wednesday 3 May 2023, and at any adjournment of the Meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an ‘X’. If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

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| --- | --- | --- | --- |
| **RESOLUTIONS** | **For** | **Against** | **Abstain** |
| ***Resolution 1***To adopt the Minutes of the Annual General Meeting of The Institute of Historic Building Conservation (IHBC) held online on Thursday 24 February 2022 (See circulated papers) |  |  |  |
| ***Resolution 2***To adopt the Trustees' Report and Financial Statement for the year ending 30 September 2021 (See circulated papers) |  |  |  |
| ***Resolution 3***To appoint Larking Gowen, chartered accountants, as independent examiners to the institute, to hold office from the conclusion of the present General Meeting until the conclusion of the next General Meeting at which accounts in respect of an accounting reference period are laid. |  |  |  |
| ***Resolution 4***To appoint to the Board of the IHBC nominated trustees and directors: Joanna Mary Saady, Trustee and Director, and Peter James Wood, Trustee and Director, Wales Representative. |  |  |  |

Signature …………………………………………… Date……………………………..

**NOTES TO PROXY FORM**

1. As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at any general meeting of the Company. 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 Company but must attend the meeting to represent you. You must indicate on the form if you wish to appoint as your proxy a person other than the Chairman of the meeting. If you sign and return this proxy form with no alternative named, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, 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 Chairman and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'. If no voting indication is given, 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. To appoint a proxy using this form, the form must be:
	1. completed and signed;
	2. sent or delivered to the Company by post by being sent to:

Proxy Voting

c/o Lydia Porter

The Institute of Historic Building Conservation

Jubilee House

High Street

Tisbury

Wiltshire

SP3 6HA

 and

* 1. received by the Company no later than 6PM on 30 April 2023.
1. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
2. As an alternative to completing this hard copy proxy form, you can appoint a proxy electronically by emailing a pdf of a valid proxy form to proxy@ihbc.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than midnight on 6PM on 30 April 2023*.*
3. 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.
4. Appointment of a proxy does not preclude voting in person at the meeting, but for the vote to take effect in any poll you can revoke your vote any time BEFORE the meeting by emailing our Company Secretary Lydia Porter at admin@ihbc.org.
5. In addition, in order to revoke a proxy instruction you can inform the Company using one of the following methods:
	1. By sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the company address at 5.2 above;
	2. By sending an email to proxy@ihbc.org.uk, with authentication required by confirming receipt of an email sent to your default IHBC email address noting that revocation.

In these cases the revocation notice must be received and confirmed by the Company no later than 6PM on 30 April 2023.

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.

1. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.