

ANNUAL GENERAL MEETING 8th July 2023: AGENDA ITEM No.1

REPORT of the STANDING ORDERS COMMITTEE

1. AGENDA

1.1 The order of business will be as per the reduced agenda.

2. STANDING ORDERS (Agenda Item 1)

2.1 Standing Orders remain similar to those used at last year's hybrid Annual General Meeting but updated to include the change to Articles passed at last year's AGM (11.2).

3. DEBATING PROCEDURE

3.1 This being a hybrid AGM, the opportunities for putting questions and expressing views will need to be carefully managed, members are therefore reminded of the need to be concise when contributing, and to conclude their contribution as quickly as possible. Contributions should be planned not to exceed a maximum of 4 minutes.

3.2 Members physically present shall stand and address the Chair once invited to speak by the Chair. They shall first state their name and the organisation (if any) on behalf of which they are speaking. Members attending online and wishing to speak on any resolution should add their name, who they represent and whether they wish to speak for or against the resolution to the 'Q & A' box, which will be monitored to try and enable the Chairman to achieve a balanced discussion. All questions or contributions should be made verbally, and the 'Q & A' should not be used to type questions or comments.

4. COUNTING OF POLL VOTES

4.1 All Poll votes will be submitted electronically and will be validated and counted via the Mi-Voice voting system and overseen by the Returning Officer and the scrutineers.

5. BUSINESS CONDUCTED

5.1 Members of the SOC have remained in close contact through email/telephone/Zoom. Members will note that this year's meeting agenda is reduced compared to that normally presented at the AGM. The SOC did seek clarification as to the necessity of the change and have been advised that the Notice for this AGM is the Board's intention to be efficient in focusing on the formal business as recognised by Company Law. Assurances were received that all the necessary normal business will be covered and that it will still allow the Board to hear any views expressed and act accordingly.

5.2 The SOC also expressed their disappointment that they were again not made aware, as per their Terms of Reference, of the legal advice sought in connection with a potential resolution.

6. ELECTION OF STANDING ORDERS COMMITTEE (Agenda Item 5)

6.1 Current members on rotation are N Le Milliere (2023) and D L Hockney (2024), R Sinclair (2025). It should be noted that D L Hockney proposes to retire at the next AGM and during the year a replacement member will be sought. It would be appreciated if any member interested in joining the committee could make themselves known to either TTE or an existing SOC member.