20th October 2021

Dear Member,

**Chamber Annual General Meeting, Friday 12th November, 2pm, IXL Events Centre, Dallas Burston Polo Club, Stoney Thorpe Estate, Southam, CV47 2DL, 2pm.**

It is my pleasure to announce the Notice of the Annual General Meeting of Coventry & Warwickshire Chamber of Commerce, to be held on Friday 12th November.

Should you be unable to attend the meeting you may appoint a duly authorised Company Representative to attend on your behalf, by completing the proxy form found here: <https://cw-chamber.co.uk/about-us/annual-general-meeting-statutory-accounts/>

In my letter dated 24th September 2021, the names of the Directors were listed, and members were given the opportunity to propose candidates for the three vacancies for the elected directors. There have been three nominations for three positions, so an election is not required.

Related information to the AGM including its Directors report and accounts can be found here: <https://cw-chamber.co.uk/about-us/annual-general-meeting-statutory-accounts/>

If you intend to attend the Annual General Meeting, please let us know on [gemmab@cw-chamber.co.uk](mailto:gemmab@cw-chamber.co.uk) no later than 5th November. You will then be given the option to attend in person or be sent a ‘zoom’ link to enable you to dial-in to the AGM.

For your interest, the Coventry & Warwickshire Chamber of Commerce, in collaboration with the Federation of Small Businesses, holds a Non-Executive Director ‘seat’ on the Coventry & Warwickshire Local Enterprise Board. This seat is, shortly, to become vacant following years of exceptional and dedicated service by Mr Sean Farnell, Burgis & Bullock, our representative of our Members. If you believe you have the right qualities to undertake such a role, notably engagement with business leaders, an influencer, a strong communicator and an understanding of both the private & public sector/s, then get in touch on [louiseb@cw-chamber.co.uk](mailto:louiseb@cw-chamber.co.uk) by 31st October 2021.

You will know that the last eighteen months have seen unprecedented times in the UK economy, challenged by the impact of Covid19 and, in some instances, the exit from the EU. Throughout this time, Coventry and Warwickshire Chamber of Commerce (including Chamber Training) has been proud to continue its vital support to businesses and learners, increasing our throughput, communications and engagement with you at least threefold. We seek to add value to the local economy, our business base, our learners and, to you, our valued Member. Please do not hesitate to get in touch at any time on 02476 654321.

Yours sincerely

Tom Mongan

Chamber President