

## THE LONDON BUS PRESERVATION TRUST LIMITED

**NOTICE is hereby given that the  
2019 ANNUAL GENERAL MEETING OF THE COMPANY  
will be held on Saturday 13 July 2019  
commencing at 14:00 hours (2.00 pm)  
in The Vickers Suite, Brooklands Museum,  
Brooklands Road, Weybridge, Surrey, KT13 0QS**

An Agenda for the meeting, together with the company's 2018 Financial Statement, will be circulated to Members no later than one month before the meeting.

Free entry to Brooklands Museum will be via the public entrance upon production of a valid LBPT membership card. If coming by car, follow the brown signs to Brooklands Museum and use the Brooklands visitors' car park. The postcode for SatNav is KT13 0SL. If coming by public transport, bus service 436 connects Weybridge and West Byfleet Stations with Mercedes Benz World approximately half-hourly, but please check the current timetable before travelling. It is 5 minutes' walk from the bus stop to the Brooklands site entrance.

Details are enclosed of those Directors of the Trust who, under the Company's Articles of Association, are due to retire at the AGM, together with a nomination form for the resulting, and other, vacancies. Members may also submit items for inclusion in the Agenda on the form accompanying this leaflet. Forms must be received no later than **17 May**. No item may be considered at the meeting without prior notice.

If you are unable to attend the meeting, you may appoint a proxy to vote on your behalf by completing and returning the proxy form which will be included with the Agenda, Financial Statement and any necessary voting forms sent out at a later date.

**By Order of the Board**

**Peter Brown, Hon. Company Secretary**

**15 April 2019**

## THE LONDON BUS PRESERVATION TRUST LIMITED 2019 ANNUAL GENERAL MEETING

### NOTICE OF ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

1. The following are the elected members of the Board. In addition to their Trusteeships, some Directors are responsible for areas of the Trust's work, as shown.

Leon Daniels	Elected July 2018	Chairman
Roger Stagg	Elected June 2016	Vice-Chairman & Rolling Stock
Graham Smith	Elected July 2018	Non-Executive
Bob Bailey	Elected July 2018	Education
Peter Osborn	Elected July 2017	Treasurer
Gerry Job	Elected July 2017	Operations
Simon Douglas Lane	Elected July 2017	Non-executive
Deryck Fill	Elected July 2017	Marketing
Brian Jones	Elected July 2017	Curatorial
Steve Edmonds	Elected June 2016	Human Resources
Owen Wright	Co-opted July 2018	Health & Safety
Peter Brown	Co-opted Aug 2018	Bus Operations

2. Under Article 27 of the Articles of the Company, one-third (to the nearest whole number) of the members of the Board since the previous AGM retire by rotation at each AGM and may offer themselves for re-election. Accordingly, Roger Stagg, Steve Edmonds, and Gerry Job will stand down by rotation and offer themselves for re-election. In addition, Owen Wright and Peter Brown, appointed to the Board during the year by the Directors under Article 24, retire automatically and offer themselves for re-election under Article 27.
3. The Trust welcomes other nominations for the rôle of Trustee. The following notes are provided for guidance.

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**NOMINATIONS FOR MEMBERS OF THE BOARD OF DIRECTORS**

**Guidance Notes for Members**

These notes are intended to provide helpful background information for Members in relation to the appointment of new trustees. The Trust's Articles of Association set out rules for the appointment of new trustees and, under these, either the Board or a Member may recommend or propose the appointment of new directors (in the case of charitable trusts, directors are also known as trustees). However, as a Registered Charity, the Trust is also bound by charity law and the guidelines issued by the Charity Commission place the responsibility for finding new trustees firmly with the existing trustees.

Nonetheless, in the interests of complying with the spirit of our constitution, it is the practice to invite nominations from the membership for all vacancies even though the trustees are conscious of their legal responsibilities for recruiting new trustees. These responsibilities include ensuring that new trustees are not disqualified from acting as charitable trustees and that they possess suitable skills and experience for the rôle. It is incumbent on the existing trustees to satisfy themselves that the prospective trustee understands the responsibilities that he/she is taking on and that he/she can be relied upon to carry them out responsibly.

In order to comply with these legal responsibilities, the directors require that all nominees:

1. Sign a formal declaration that they are not disqualified from acting as a charitable trustee under Charity Commission guidelines and that they are able to sign the HMRC model declaration for fit and proper persons.
2. Read the rôle description and person specification before agreeing to be nominated.
3. Provide a written resumé of his/her skills and experience.

The trustees strongly recommend that any Trust member considering a trustee rôle should first read the Charity Commission publication CC3 - "The Essential Trustee - What you need to know" as well as the "Fit and proper persons helpsheet" published by HMRC at [www.gov.uk](http://www.gov.uk). These publications are available free of charge on the respective organisations' websites or, for those Members without internet access, may be obtained by sending an A4 SAE to the Company Secretary c/o the Museum.

**Please note that it is essential that the agreement of nominees is obtained on the enclosed form, and that nominees are able to sign the Charity Commission Trustee Declaration. The Directors of a company which is a registered charity are also known as Trustees.**

Members should be aware that, under the Trust's constitution, the positions of Chairman and Vice-Chairman are formally elected by the Board of Directors from amongst their number.