FORMAL NOTICE OF ANNUAL GENERAL MEETING 2026

TORFAEN VOLUNTARY ALLIANCE
Company Registration No. 04603713 | Registered Charity No. 1097079

Notice is hereby given that the Annual General Meeting (AGM) of Torfaen Voluntary Alliance will be held as follows:

Date: Thursday 26 November 2026
Time: 10.15am – 10.45am
Venue: Pontypool Working Men's Club

All members of Torfaen Voluntary Alliance are invited to attend.

Business of the Meeting

1. **Welcome, Apologies and Confirmation of Quorum**

2. **Minutes of the Previous Annual General Meeting – 12 June 2025**
   To consider and approve the minutes of the Annual General Meeting held on 12 June 2025 as an accurate record.

3. **Chair's Annual Report 2025/26**
   To receive the Chair's report on TVA's activities and achievements during 2025/26.

4. **Trustees' Annual Report and Financial Statements 2025/26**
   To receive the Trustees' Annual Report and Financial Statements for the year ended 31 March 2026, including the Treasurer's report.

5. **Election and Re-election of Directors (Trustees)**
   To consider and, where appropriate, approve the election or re-election of the following individuals as Directors of Torfaen Voluntary Alliance, in accordance with the Articles of Association:
   - Peter James – Election
   - Jordan Royal – Election
   - Sarah Harrison – Election
   - Dennis Henson – Re-election
   - John Killick – Re-election

   Each appointment will be considered and voted upon as a separate resolution at the Annual General Meeting.

6. **Retirement of the Chair**
   To acknowledge the retirement of David Williams as Chair and Trustee of Torfaen Voluntary Alliance at the conclusion of the AGM and recognise his contribution to the organisation.

7. **Any Other Business**

8. **Close of the Annual General Meeting**

Voting and Proxy Arrangements

Members entitled to attend and vote at the AGM may appoint another person as their proxy to attend, speak and vote on their behalf in accordance with Article 14 of TVA's Articles of Association.

A proxy does not need to be a member of TVA.

Completed proxy appointment forms must be received **no later than 10.15am on Tuesday, 24th November 2026**.

Proxy forms may be submitted by email to: chair@tvawales.org.uk

Alternatively, completed forms may be deposited at TVA's registered office:

Torfaen Voluntary Alliance
Portland Buildings
Commercial Street
Pontypool
Torfaen
NP4 6JS

AGM Documents

The AGM agenda and supporting documents, including the draft minutes of the previous AGM, trustee election information and proxy appointment form, will be available through TVA's website.

The Trustees' Annual Report and Financial Statements for 2025/26 will also be made available following Board approval on the 09th November 2026.

Attendance

Members are encouraged to confirm their attendance by Thursday, 19th November 2026 to assist with meeting arrangements.

By order of the Board of Directors: Torfaen Voluntary Alliance

Date of Issue: Monday, 02nd November 2026

Registered Office: Portland Buildings, Commercial Street,
Pontypool, NP4 6JS