



**tcpa**

**ANNUAL GENERAL MEETING OF THE  
TOWN & COUNTRY PLANNING ASSOCIATION  
TO BE HELD VIRTUALLY AT 5:30PM ON WEDNESDAY 16 JULY 2025**

To join the meeting please use:

<https://us06web.zoom.us/j/84908735615?pwd=IxtYobN0fW66LomzxCiSGbcsVs3tIX.1>

Or go to [www.zoom.us](http://www.zoom.us), click on 'join a meeting' and use the meeting ID: 849 0873 5615 and passcode 374935

To dial into the meeting by 'phone please use 0203 901 7895 and the meeting ID: 849 0873 5615 and passcode 374935

**AGENDA**

- 1. Apologies for absence**
- 2. Minutes of the 2024 AGM**
- 3. Matters arising from the minutes**
- 4. Annual Report of the Board and Financial Statements 2024**
- 5. Election of President for 2025-26**
- 6. Election of Vice Presidents for 2025-26**
- 7. New Trustees**
- 8. New Members of the Policy Council**
- 9. Appointment of Auditors**
- 10. The TCPA's membership subscription rates**
- 11. Looking ahead – refreshing our strategy**
- 12. Any other business [formal business concludes around 6.45pm]**

Any member has the right to appoint a proxy who should be appointed by completing the form overleaf and submitted to [tcpa@tcpa.org.uk](mailto:tcpa@tcpa.org.uk) at least 48 hours prior to the meeting (excluding bank holidays and weekends). Every member that is an organisation and wishes to send a representative to the AGM must have delivered to the office in writing the name of its appointed representative prior to the AGM.

Please let us know if you intend to attend the AGM by emailing [Fiona.howie@tcpa.org.uk](mailto:Fiona.howie@tcpa.org.uk). This will be helpful in giving us an idea of numbers.

## INSTRUMENT OF PROXY FOR MEMBERS OF THE TOWN & COUNTRY PLANNING ASSOCIATION

To be completed by any member (including an organisation that is a member) wishing to appoint a proxy to attend and/or vote on their behalf. This form must be submitted to the TCPA by email ([tcpa@tcpa.org.uk](mailto:tcpa@tcpa.org.uk)) at least 48 hours prior to the meeting (excluding bank holidays and weekends).

I, [insert name] .....

of [insert name of organisation if any] .....

being a member of the Town and Country Planning Association hereby appoint

[insert name of proxy] .....

of [insert name of organisation if any] .....

and failing him or her insert name of alternative proxy] .....

of [insert name of organisation if any] .....

as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on Wednesday 16 July 2025 and any adjournment thereof.

Signed .....

Date .....