



**Crescent Purchasing Limited (trading as Crescent Purchasing Consortium) Company  
number 06774578 ("the Charity")**

## **Notice of Annual General Meeting**

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Crescent Purchasing Limited will be held at Procurement House, Units 23-25 Leslie Hough Way, Salford M6 6AJ and virtually via Microsoft Teams at 09:30 on Wednesday 10<sup>th</sup> December 2024 to transact the following business.

### **AGENDA**

1. To receive the minutes of the last AGM held on 11<sup>th</sup> November 2024 and any matters arising.
2. To receive the Managing Directors Annual Review of activities for the year 2024/25.
3. To receive and adopt the Financial Statements for the year ended 31<sup>st</sup> July 2025 together with the report of the auditors by Ordinary Resolution 1.
4. To re-appoint DJH Audit Limited as auditors of the company in line with current contract by Ordinary Resolution 2.
5. To elect Andrew Woodford as a trustee for three years until the conclusion of the AGM nearest to expiry of that term by Ordinary Resolution 3.
6. To elect John Dowell as a trustee for three years until the conclusion of the AGM nearest to expiry of that term by Ordinary Resolution 4.
7. To pass Special Resolution – Changes to Articles of Association.

**Note:** Attendance of the AGM is open to employees from CPC Full Members only (from the institutions listed below) and numbers attending in person may be restricted due to the venue size. Any members wishing to attend (whether in person or virtually) are required to notify the Secretary at [d.owen@thecpc.ac.uk](mailto:d.owen@thecpc.ac.uk) before 5pm on Friday 28<sup>th</sup> November 2025.

By order of the Board of charity trustees.

**David Owen**  
Company Secretary

14th November 2025



## NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

### Appointment of proxies

1. If you represent a Full Member who is entitled to attend and vote at the AGM, you are entitled to appoint a proxy to exercise all or any of the Full Member's rights to attend, speak and vote at the meeting and you should have received a proxy form with this notice of AGM. A proxy does not need to be a Full Member of the Company but must attend the AGM to represent the Full Member who can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form. The Chair may vote as your proxy.

2. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.

3. Members can:

- Appoint a proxy and give proxy instructions by returning the enclosed proxy form by post (see note 4).]
- Register their proxy appointment electronically (see note 5).

### Appointment of proxy by post

4. The notes to the proxy form explain how to direct your proxy how to vote on each resolution.

To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- sent or delivered to the Company at Procurement House, Leslie Hough Way, Salford, England, M6 6AJ ; and
- received by the Company no later than 10am on Monday 8<sup>th</sup> December 2025.

If you have not received a proxy form and believe that you should have one, or if you require additional proxy forms, please contact Dave Owen by email on [d.owen@thecpc.ac.uk](mailto:d.owen@thecpc.ac.uk).

### Appointment of proxies electronically

5. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by completing the Proxy Form and emailing it to [d.owen@thecpc.ac.uk](mailto:d.owen@thecpc.ac.uk). For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 10am on Monday 8<sup>th</sup> December 2025.

### Termination of proxy appointment

6. A Full Member may change a proxy instruction but to do so you will need to inform the Company in writing by either:



- Sending a signed hard copy notice clearly stating your intention to revoke your proxy appointment to the Company. In the case of a member which is an organisation, the revocation notice must be signed by its authorised representative.
- Sending an email to [d.owen@thecpc.ac.uk](mailto:d.owen@thecpc.ac.uk).

In either case, the revocation notice must be received by the Company no later than 10am on Monday 8<sup>th</sup> December 2025.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the AGM and vote in person.

Appointment of a proxy does not preclude an authorised representative of the Full Member from attending the AGM and voting in person. If you have appointed a proxy and attend the AGM in person, your proxy appointment will automatically be terminated.

## Full members of CPC

83 members in total.

8 members have relinquished their voting rights but remain CPC members.

1	Aquinas College
2	Askham Bryan College
3	B Six Brooke House Sixth Form College
4	Barking & Dagenham College
5	Barnet and Southgate College
6	Barnsley College
7	Basingstoke College of Technology
8	Bath College
9	Bilborough College
10	Birmingham Metropolitan College
11	Blackburn College
12	Blackpool & The Fylde College
13	Bolton College
14	Bradford College
15	Brooklands College
16	Burnley College
17	Burton and South Derbyshire College
18	Bury College
19	Calderdale College
20	Cambridge Regional College
21	Cardinal Newman College
22	Chelmsford College
23	Chesterfield College
24	Cirencester College
25	City Literary Institute
26	Colchester Institute
27	Croydon College
28	Dudley College
29	East Coast College
30	East Durham College
31	Exeter College
32	Franklin College
33	Greenhead College
34	Hartlepool College of Further Education
35	Holy Cross College
36	John Leggott College
37	Joseph Chamberlain Sixth Form College
38	King Edward VI College Stourbridge
39	Kirklees College

40	Lakes College (West Cumbria)
41	Lancaster & Morecambe College
42	Leeds City College
43	Leeds College of Building
44	Leicester College
45	Mid Kent College of Higher and Further Education
46	Middlesbrough College
47	Moulton College
48	NCG (Newcastle College)
49	New College Durham
50	Newham Sixth Form College
51	North East Surrey College of Technology - NESCOLT
52	North Kent College
53	Northampton College
54	Oldham College
55	Plumpton College
56	Prior Pursglove and Stockton Sixth Form College
57	Reaseheath College
58	Richard Huish College
59	Richmond upon Thames College
60	Runshaw College
61	Scarborough Sixth Form College
62	Selby College
63	ShIPLEY College
64	Sir George Monoux College
65	South Essex College
66	St Dominic's Sixth Form College
67	St Francis Xavier 6th Form College
68	St Helens College
69	Telford College
70	The Bournemouth and Poole College
71	The College of West Anglia
72	The Isle of Wight College
73	The Sheffield College
74	Truro and Penwith College
75	Heart of Yorkshire Education Group (formerly Wakefield College)
76	West Thames College
77	Wigan & Leigh College
78	Wiltshire College
79	Winstanley College
80	Wirral Metropolitan College
81	Xaverian College
82	Yeovil College
83	York College

