



# **Transport 17 Ltd.**

172 Baslow Road, SHEFFIELD, S17 4DR

Tel: 0114 236 2962

Email: [admin@transport17.co.uk](mailto:admin@transport17.co.uk)

Website: [www.transport17.co.uk](http://www.transport17.co.uk)

To: All Transport 17 Shareholders

18<sup>th</sup> November 2020

Dear Shareholder

## **Transport 17 Annual General Meeting 2020**

As you know, the Covid-19 pandemic forced the adjournment of the Transport 17 AGM which was due to be held on 31<sup>st</sup> March 2020. We had hoped that we would be able to hold the AGM as normal later in the year but this has proved impossible and will remain so until the end of 2020.

Because it has not been possible for any AGMs to be held in the normal way, the Government has changed the law and issued Guidance for companies to follow in approving their accounts and conducting the business that would ordinarily be on the agenda of an AGM. This includes provision for meetings to be held 'virtually' with no one in physical attendance and for it to be made clear that shareholders should not expect there to be opportunity for questions and discussions but that opportunity for these should be made available when it is possible to do so at a later date.

In light of this, we can confirm that the arrangements for the Transport 17 AGM for 2020 will be as follows:

1. The AGM will be conducted via a Zoom meeting on Friday 27<sup>th</sup> November at 9.30am;
2. There will be two agenda items for the meeting namely (i) the approval of the minutes of the AGM held in 2019 and (ii) the receipt of the draft accounts for 2019 and their approval so that the accounts can be submitted to the relevant authorities as now required by 31<sup>st</sup> December 2020;
3. All other agenda items will be carried over to the 2021 AGM;
4. Copies of the draft minutes of the 2019 AGM and a copy of the draft accounts for 2019 will be available via [www.transport17.co.uk](http://www.transport17.co.uk) from Friday 20<sup>th</sup> November;
5. A summary of the draft accounts for 2019 is attached.

You are invited to attend the Transport 17 AGM via Zoom on Friday 27<sup>th</sup> November at 9.30am. If you wish to attend, please let us know by email at [admin@transport17.co.uk](mailto:admin@transport17.co.uk) by Wednesday 25<sup>th</sup> November 2020. This will mean that the link to enable you to join the meeting can be sent to you in advance.

Please be assured that these arrangements for holding the AGM in this way are a practical and pragmatic response to the need to approve the T17 accounts amidst the Covid-19 pandemic and are in line with Government expectations and requirements. We look forward to being able to share annual reports, discuss the future of Transport 17 and welcome new Shareholders and Management Committee members when it is possible to do so.

With best wishes

Jenny Nuttall

Secretary

Transport 17 Management Committee