



ANNUAL GENERAL MEETING

To be held online on Monday 6th July 2026 at 18:00

NATIONAL INSTITUTE OF MEDICAL HERBALISTS LIMITED - NOTICE is hereby given that the Annual General Meeting of the Institute will be held online at 18:00 on Monday 6th July 2026, when the following Ordinary and Special Business will be transacted:

ORDINARY BUSINESS

1. To receive and consider the Report of the Council for the year to 31 December 2025
2. To receive the Accounts and Balance Sheet of the Institute for the year ended 31st December 2025
3. To re-appoint Sideways Ltd as Accountant to the Institute
4. To elect Oliver Rathbone as Vice President of the Institute for two years from the date of the AGM
5. To elect Jody Knapp as a Director of the Institute for two years from the date of the AGM
6. To elect Victoria Wright as a Director of the Institute for two years from the date of the AGM

SPECIAL BUSINESS

1. **Special Resolution 1.** That, with effect from the end of the meeting, the Articles of Association produced to the meeting and initialled for the purpose of identification by the Chair of the meeting be adopted as the Articles of Association for the Company in substitution for, and to the exclusion of, the Company's existing Articles of Association (Existing Articles).
2. **Ordinary Resolution 1.** That Council circulate a formal Quarterly Report.
3. **Ordinary Resolution 2.** Council and the NIMH office will write up Standard Operating Procedures (SOPs)* for the key processes of managing collection of membership subscriptions, renewal of memberships, and the production of annual accounts, tax returns and Companies House returns.

These standard operating procedures must include

- The use of a secure password manager** for all passwords used in the Office with at least 2 members of Council having administrator roles.



- Compilation of a list of contacts for all organisations with whom the Institute has a financial relationship, to be kept in a folder accessible to all directors.

No single individual should be solely responsible for initiating, reviewing and approving any one of these key processes.