

# **St Stephens Pavilion Management Company Ltd**

(Company Number 05053547)

## **NOTICE OF ANNUAL GENERAL MEETING AND AGENDA**

NOTICE is hereby given that the Annual General Meeting of the Company will be held at the Chapelfield Methodist Church, Chapelfield Road, Norwich NR2 1SD, on Wednesday 7<sup>th</sup> November 2018 at 1830hrs to transact the following business:

1. Introductions
2. Attendance / Apologies
3. Approval of previous minutes
  - AGM Held 1<sup>st</sup> November 2017
4. Appointment / Reappointment of the Board of Directors
  - Notification that David Griffith will seek election to the board – has served as a co-opted board member since 19th February 2018

As per the Articles of Association 1/3 of Directors will retire & seek re-election to the Board at each AGM

  - Notification that Penny Field will retire by rotation and seek re-election
  - Notification that James Rollingson will retire by rotation and seek re-election
5. To approve the Directors' remuneration (£nil) as proposed by the Directors
6. To receive and adopt the reports and accounts of the Company for the years ending 31/12/2017
7. To appoint accountants for the 2018 accounts and to authorise the Directors to agree their remuneration.
8. To transact any other business. To date the following matters are on the agenda:
  - Service Charge Accounts for years ending 31/12/2017
  - Update on Major Works - Repairs & Redecoration completed to the Administration building & Ivory Building
  - 2019 Service Charge Update
  - Visitor Parking Update
  - Update on major activities of SSPMCL over past 12 months
9. AOB
  - Christmas Drinks Thursday 13th December 2018

Please forward any matters you wish to be discussed in writing to:  
St Stephens Pavilion Management Company Ltd  
c/o NRM Ltd, Wherry Road, Norwich, NR1 1WS  
or email to [sspmcl@nrmltd.co.uk](mailto:sspmcl@nrmltd.co.uk) by 26<sup>th</sup> October 2018

BY ORDER OF THE BOARD

8<sup>th</sup> October 2018



Corporate Company Secretary  
St Stephens Pavilion Management Company Ltd

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(Company Number 05053547)

## ANNUAL GENERAL MEETING

### APPOINTMENT OF PROXY

I / We \_\_\_\_\_ of \* \_\_\_\_\_ being  
a member / members of St Stephens Pavilion Management Company Ltd, hereby appoint \*\* the  
Chairman of the Meeting or, failing that person \_\_\_\_\_ of  
\_\_\_\_\_ my / our proxy to vote for me / us on  
my / our behalf at the Annual General Meeting of the Company \*\*\* pursuant to the notice of that  
meeting to be held \*\*\*\* on Wednesday 7th November 2018 and at any adjournment of it.

Signed \_\_\_\_\_

The Appointor/s \*\*\*\*\*

Name/s \_\_\_\_\_

Dated \_\_\_\_\_.

\* Put only the address of the first of joint members, but any joint member may appoint a proxy.

\*\* Any member of the Company entitled to attend, speak and vote at the above mentioned meeting may appoint a proxy to attend, speak and, on a poll, vote instead of that member. A proxy may demand, or join in demanding, a poll. A proxy need not be a member of the Company, but must attend the meeting in person to represent you.

\*\*\* If this form is returned without any indication as to how the proxy shall vote, the proxy will be free to vote on any particular matter as he or she thinks fit, or to abstain from voting. Please initial all alterations made to this form, and if you wish to indicate for example as follows: for/against the resolutions numbered ....., and for /against resolution/s numbered.....

\*\*\*\* Except as may be contrary to the articles of association of the Company, regulation 62 of Table A requires this form of proxy to be deposited not less than 48 hours before the meeting. This form should be returned to St Stephens Pavilion Management Company Ltd, c/o NRM Ltd, Wherry Road, Norwich, NR1 1WS.

\*\*\*\*\* An individual member or attorney therefore must sign this form. If the appointor is a corporation, this form must be sealed by it, or signed by a person duly authorised therefor. Evidence of that authority must be produced. If the appointor is a firm, please sign in the firm's trading name and add "by John Smith, partner in the said firm".