



## Notice of General Meeting

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**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of St Benedicts (Tooting) Management Company Limited will be held in **St Nicholas Church Hall**, Church Lane, Tooting, London SW17 9PP on **Wednesday 20<sup>th</sup> November 2013** at **7.00pm** when the following ordinary business will be considered:

1. To receive and approve the Minutes of the AGM held on 28<sup>th</sup> November 2012.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30<sup>th</sup> June 2013.
3. To provide an update on recent maintenance and other work on the Estate.
4. To permit the Directors to waive the current policy that all work over £1,000 must go to competitive tender in cases where not doing so would be beneficial, provided that the Directors inform shareholders of such instances and the reasons for the waiver.
5. To discuss the arrears of service charges and to provide guidance to the Directors whether they should implement the provisions set out in flat legal agreements to charge interest if they consider this necessary to manage arrears, although such interest has historically not been levied.
6. To discuss and if felt appropriate to permit installation to flats of tilting replacement windows as well as side hinged ones provided that other existing conditions are met to maintain the external visual appearance including pane layout and colour.
7. To deal with the election of Directors.
8. To deal with any other business.

By Order of the Directors.

Dated 13<sup>th</sup> October 2013

### Notes

Any Member entitled to attend, speak and vote at a General Meeting may appoint a Proxy to attend, speak, vote and participate in a poll instead of that member. A Proxy need not be a member of the Company and you may appoint the Chairman of the meeting as your Proxy. You may instruct your Proxy how to vote.

The best way to appoint a Proxy is by using the St Benedicts website at address <http://www.stbentooting.co.uk/proxy>. If you appoint the Chairman, this will also allow you to instruct them how to vote on your behalf. The Chairman cannot accept instructions to speak on your behalf.

Alternatively, the enclosed form may be used for the purpose of appointing a Proxy and must be returned to Rendall and Rittner Limited, Portsoken House, 155-157 Minories, London, EC3N 1LJ **to arrive not less than 48 hours before the meeting**. If you use this form or you appoint someone other than the Chairman and you wish to instruct them how to speak or vote on your behalf, you will need to instruct them directly.