



## 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 the Front Lounge, **St Boniface Church Hall, 185 Mitcham Road, Tooting, London SW17 9PG** on Thursday **17<sup>th</sup> November 2016** at **7.00pm** when the following ordinary business will be considered:

1. To receive and approve the Minutes of the Annual General Meeting held on 19<sup>th</sup> November 2015.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30<sup>th</sup> June 2016.
3. To report on periodic and other maintenance work.
4. To report and take guidance on the priority of work to be funded from reserves, including fitting LED lamps, replacing entryphones, sealing communal floors, fitting air brick grilles, electrical testing and inspection of flat walls.
5. To deal with the election of Directors.
6. To extend the resolution passed in 2015 allowing payment to the Directors for fitting LED lamps only to cover fitting LED 2D bulkhead lights as well as fitting LED 300mm strip lights and to allow proportionate lower payment than that previously authorised for less work.
7. To deal with any other business.

By Order of the Directors.

Dated 23<sup>rd</sup> September 2016.

### 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 provide instructions 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.