



Notice of General Meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting of St Benedicts (Tooting) Management Company Limited will be held in the **Trident Business Centre, 89 Bickersteth Road, Tooting, London SW17 9SH** on **19th November 2015** 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 18th November 2014.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2015.
3. To present further information on the budget, service charges and how these are spent.
4. To provide an update on periodic maintenance, flat wall repairs and other work.
5. To raise the cost threshold above which work is to be tendered and to set the new threshold.
6. To deal with the election of Directors.
7. To discuss the fitting of LED lamps, the risk of damage by contractors that could exceed the cost of the work and, if felt appropriate, to authorise one-off payment to the Directors to do this, which is otherwise against company policy, and to set the amount of payment.
8. To report on private waste contractors as requested at the last General Meeting.
9. To deal with any other business.

By Order of the Directors.

Dated 21st October 2015

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.