



Notice of General Meeting

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 Thursday **15th November 2018** 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 7th December 2017.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2018.
3. To report on contracts for services, maintenance and periodic work.
4. To present the results of the trials of metal mesh covers for flat block air bricks and to seek guidance on offering this to owners of other flat blocks at additional cost.
5. To discuss the Estate insurance claim history, the consequent large increase in insurance premiums and to seek agreement that the owner of any flat that has a plumbing leak needing a claim or affecting other flats must have a full plumbing inspection at their cost.
6. To consider Rendall and Rittner's request to switch to an ARMA-Q style contract for its services as managing agent and to seek guidance on the conditions for agreeing this.
7. To seek approval for erecting tall fencing and gates to prevent trespass behind 121–135 St Benedicts Close at the expense of owners in that flat block.
8. To discuss dumped waste and to seek guidance on the frequency and cost of its removal.
9. To deal with the election of Directors.
10. To deal with any other business.

By Order of the Directors.

Dated 17th October 2018.

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** to comply with company law.

Consequently, **it cannot be submitted at 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.