



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 **14th November 2019** 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 15th November 2018.
2. To receive and adopt the Report of the Directors and the Accounts for the year ended 30th June 2019.
3. To report on contracts for services and maintenance.
4. To report on and discuss the periodic maintenance and redecoration due in 2020.
5. Noting the difficulties with Rendall and Rittner paying small local supplier invoices on time, to authorise the Directors to make such payments using the Estate prepaid credit card, subject to authorisation by another Director.
6. To deal with the election of Directors.
7. To deal with any other business.

By Order of the Directors.

Dated 9th October 2019.

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 <https://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.