

St Stephens Pavilion Management Company Ltd

(Company Number 05053547)

NOTICE OF ANNUAL GENERAL MEETING AND AGENDA

NOTICE is hereby given that the Annual General Meeting of the Company will be held at the Chapelfield Methodist Church, Chapelfield Road, Norwich NR2 1SD, on Wednesday 1st November 2017 at 1830hrs to transact the following business:

1. Introductions
2. Attendance / Apologies
3. Approval of previous minutes
 - 3.1. AGM Held 29th March 2017
4. Appointment / Composition of the Board of Directors
5. To approve the Directors' remuneration (£nil) as proposed by the Directors
6. To receive and adopt the reports and accounts of the Company for the years ending 31/12/2016
7. To appoint accountants for the 2017 accounts and to authorise the Directors to agree their remuneration.
8. To transact any other business. To date the following matters are on the agenda:
 - 8.1. Service Charge Accounts for years ending 31/12/2016
 - 8.2. Update on Major Works - Repairs & Redecoration to the Administration building
 - 8.3. 2018 Service Charge Update
 - 8.4. Update on major activities of SSPMCL over past 6 months (since 29 Mar 17 AGM)
9. AOB

Please forward any matters you wish to be discussed in writing to:
St Stephens Pavilion Management Company Ltd
c/o NRM Ltd, Wherry Road, Norwich, NR1 1WS
or email to sspmcl@nrmltd.co.uk by 27th October 2017

BY ORDER OF THE BOARD

25th September 2017



Corporate Company Secretary
St Stephens Pavilion Management Company Ltd

To assist the board of directors with arrangements, please email or reply in writing to confirm attendance.

Please email the following information to enquiries@sspmcl.co.uk

In subject field "Your property Address" (i.e. 9 The Pavilion)

- Owners Name
- Whether attending AGM

St Stephens Pavilion Management Company Ltd

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ANNUAL GENERAL MEETING

APPOINTMENT OF PROXY

I / We _____ of * _____ being a member / members of St Stephens Pavilion Management Company Ltd, hereby appoint ** the Chairman of the Meeting or, failing that person _____ of _____ my / our proxy to vote for me / us on my / our behalf at the Annual General Meeting of the Company *** pursuant to the notice of that meeting to be held **** on Wednesday 1st November 2017 and at any adjournment of it.

Signed _____

The Appointor/s *****

Name/s _____

Dated _____.

* Put only the address of the first of joint members, but any joint member may appoint a proxy.

** Any member of the Company entitled to attend, speak and vote at the above mentioned meeting may appoint a proxy to attend, speak and, on a poll, vote instead of that member. A proxy may demand, or join in demanding, a poll. A proxy need not be a member of the Company, but must attend the meeting in person to represent you.

*** If this form is returned without any indication as to how the proxy shall vote, the proxy will be free to vote on any particular matter as he or she thinks fit, or to abstain from voting. Please initial all alterations made to this form, and if you wish to indicate for example as follows: for/against the resolutions numbered, and for /against resolution/s numbered.....

**** Except as may be contrary to the articles of association of the Company, regulation 62 of Table A requires this form of proxy to be deposited not less than 48 hours before the meeting. This form should be returned to St Stephens Pavilion Management Company Ltd, c/o NRM Ltd, Wherry Road, Norwich, NR1 1WS.

***** An individual member or attorney therefore must sign this form. If the appointor is a corporation, this form must be sealed by it, or signed by a person duly authorised therefor. Evidence of that authority must be produced. If the appointor is a firm, please sign in the firm's trading name and add "by John Smith, partner in the said firm".