

# 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 online (in light of COVID-19 restrictions on gatherings) on Wednesday 2<sup>nd</sup> December 2020 at 7pm to transact the following business:

1. Introductions
2. Attendance / Apologies
3. Approval of previous minutes
  - AGM Held 6<sup>th</sup> November 2019 - minutes online at <https://www.sspmcl.co.uk/downloads/>
4. Composition of the Board of Directors
  - Notes:
    - Penny Field a founding residential director and long-standing member of the residents steering committee sadly died in Spring 2020
    - Bill Roe a long-standing member of the residents steering committee and director stood down from the board
    - The Directors encourage anyone interested in becoming a Director to attend at least two Director meetings so that they may understand the nature of the work being done. If anybody is interested in being a Director, then in the first instance speak to a current director or email the managing agent [sspmcl@nrmltd.co.uk](mailto:sspmcl@nrmltd.co.uk)
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 31/12/2019
7. To appoint accountants for the 2020 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:
  - Service Charge Accounts for years ending 31/12/2019 – account online at <https://www.sspmcl.co.uk/downloads/>
  - Update on Independent Fire Safety Inspection (conducted W/C 2<sup>nd</sup> November 2020) and EWS1 status
  - 2020 Service Charge Update
  - Update on major activities of SSPMCL over past 12 months
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](mailto:sspmcl@nrmltd.co.uk) by 27<sup>th</sup> November 2020

BY ORDER OF THE BOARD

9<sup>th</sup> November 2020



Corporate Company Secretary  
St Stephens Pavilion Management Company Ltd

# St Stephens Pavilion Management Company Ltd

(Company Number 05053547)

## ANNUAL GENERAL MEETING- APPOINTMENT OF PROXY

I/we, the undersigned Member(s) of **St Stephens Pavilion Management Company**

appoint \_\_\_\_\_ (see note (1) attached) or failing him/her,

Mr(s) \_\_\_\_\_ Director of the Company, as my/our proxy to

attend and vote on my/our behalf at the Annual General Meeting of the Company to be held online (in light of COVID-19 restrictions on gatherings) on Wednesday 2<sup>nd</sup> December 2020 at 7pm.

I/We direct that my/our vote(s) be cast on the Resolutions to be considered at the Meeting as indicated by an X in the appropriate space(s) below (see note (4) attached)

Resolution	For	Against
3. Approval of previous AGM Minutes (held 6 <sup>th</sup> November 2019)		
5. To approve the Directors' remuneration (£nil) as proposed by the Directors		
6. To receive Directors' Report & Statement of Account to 31/12/19		
7. To appoint Sexty & Co Accountants		

Date: \_\_\_\_\_ Signature (See notes (3) & (5) below) \_\_\_\_\_

Full Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

### Notes:

1. If it is desired to appoint a person other than Mr/s or Mr/s as proxy, insert in block capitals the name of proxy, who need not be a member of the Company
2. To be valid this Form of Proxy together with the power of attorney or other written authority (if any) under which it is signed, nor a notarially certified office copy of such power or authority, must be deposited at the registered office of St Stephens Pavilion Management Company not later than 48 HOURS before the date & time of the meeting.
3. In the case of a corporation this Form of Proxy should be executed under its Common Seal or under the hand of an Officer, attorney or other person duly authorised to sign the same.
4. Unless otherwise directed the proxy will abstain or vote as he thinks fit.
5. In the case of joint holders, the vote of the senior who tenders a vote, whether in person or proxy, will be accepted to the exclusion of all other joint holders and for this purpose seniority will be determined by the order in which the names stand in the register of Members in respect of all joint holding. THE NAMES OF ALL JOINT HOLDERS SHOULD BE STATED.
6. Any alteration to this Form of Proxy should be initialled.