

# **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 will be held online on Wednesday 29<sup>th</sup> November 2023 at 7pm to transact the following business:

1. Introductions
2. Attendance / Apologies
3. Approval of previous minutes
  - AGM Held 30<sup>th</sup> November 2022 - minutes online at <https://www.sspmcl.co.uk/downloads/>
4. Appointment / Reappointment of the Board of Directors
  - As per the Articles of Association 1/3 of Directors will retire & seek re-election to the Board at each AGM
    - Notification that James Rollinson will retire by rotation and seek re-election
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 31/12/2022
7. To appoint accountants for the 2023 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 31/12/2022 – accounts online at <https://www.sspmcl.co.uk/downloads/>
  - 2024 Service Charge Budget 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 24<sup>th</sup> November 2023

BY ORDER OF THE BOARD

13<sup>th</sup> October 2023



Corporate Company Secretary  
St Stephens Pavilion Management Company Ltd

To assist with the arrangements only members of St Stephens Pavilion Management Company will be admitted to the online meeting. You must register for the for the meeting at <https://tinyurl.com/sspmcl-29Nov23> or [https://us02web.zoom.us/meeting/register/tZYrf--vqT4uEtI983tTu-nPPI5J\\_MUjU06I](https://us02web.zoom.us/meeting/register/tZYrf--vqT4uEtI983tTu-nPPI5J_MUjU06I) the deadline to do this is 5pm on the 24<sup>th</sup> November 2023, once approved you will be sent a unique link and joining instructions that will enable you to take part in the meeting.

If you want your apology to be noted or to bring a matter / question to the Board of Directors attention, then please email [sspmcl@nrmltd.co.uk](mailto:sspmcl@nrmltd.co.uk)

Copies of the last AGM minutes are available on the SSPMCL Website <https://www.sspmcl.co.uk/> or the NRM portal <https://www.nrmportal.com/> (All these links are available to click via the NRM Portal in Notice section)

# **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 on  
Wednesday 29<sup>th</sup> November 2023 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 30 <sup>th</sup> November 2022)     |     |         |
| 4. To re-elect Director (James Rollingson)                                    |     |         |
| 5. To approve the Directors' remuneration (£nil) as proposed by the Directors |     |         |
| 6. To receive Directors' Report & Statement of Account to 31/12/22            |     |         |
| 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.