

NOTICE OF KBSJ SRA AGM 26TH OCTOBER 2020 AND MEETING PROTOCOL

Herewith notice of Kalk Bay St James SRA Annual General Meeting (AGM) and the COVID 19 meeting protocol:

NOTICE OF ANNUAL GENERAL MEETING

This is notice that the Kalk Bay and St James SRA NPC will hold its Annual General Meeting (AGM) on the following date and time:

Date: 26 October 2020

Time: 20h00

Venue: Community Centre, Main Road, Kalk Bay

PLEASE NOTE: The AGM will be subject to COVID 19 regulations in force at the time. These may restrict attendance and/or may constrain normal meeting procedure. Members will be provided with updates to the meeting procedure via the SRA emailing list and our website www.kalkbaystjamesra.org

AGENDA

1. Registration
2. Welcome and apologies
3. Membership list status, including admissions and resignations
4. Quorum to constitute meeting
5. Approval of minutes of AGM of 25 November 2019
6. Chairman's report on operations 2019/2020
7. Noting of audited financial statements 2019/2020 (available on kalkbaystjamesra.org)
8. Approval of the Budget 2021/2022 (available on kalkbaystjamesra.org)
9. Approval of Implementation Plan 2021/2022 (available on kalkbaystjamesra.org)
10. Approval of Utilisation of Accumulated Surplus 2020/2021 (available on kalkbaystjamesra.org)
11. Approval of Utilisation of Accumulated Surplus 2021/2022 (available on kalkbaystjamesra.org)
12. Appointment of Auditors
13. Ratification of Company Secretary
14. Election of Directors (nomination form available on kalkbaystjamesra.org)
15. General
16. Closure

Please note that:

- The present directors of the company and their respective portfolios are as follows:

Name	Current portfolio
Jim Russell	Chairman, Social Development, Cleansing
Bert Stafford	Vice Chairman, Public Safety
Andy Paige	Finance

Eric Stephen	Company Secretary, Finance
Joanne McGilvray	Marketing/Communication, Social Development
Kenneth McClarty	Cleansing, Environmental Upgrade
Tony Trimmel	Public Safety
Andrew Jones	Public Safety

- All members of the public are welcome to attend, but only property owners registered as members of the Company will be entitled to vote on resolutions presented at the AGM.
- Membership of the Company is free of charge to all rateable property owners in the SRA. An application form is available on the Company's website or at the SRA's office. Owners wishing to apply for membership should complete the registration form and return it by e-mail or hand delivery to the SRA office. New membership applications must be received by no later than 19 October 2020 to be approved at a meeting of the board prior to the AGM.
- Any member may appoint a proxy to attend the AGM and vote on his/her behalf. In the event that a property owner is unable to attend the AGM, kindly complete the proxy form available on kalkbaystjamesra.org or at the SRA office. The completed and signed proxy form must be returned to the SRA, either as a PDF attachment to an e-mail or by delivery to the SRA office, no later than 24 hours before the AGM, failing which it shall not be valid. A proxy need not be a member of the Company. Members and proxies will be required to provide satisfactory identification to verify their right to vote at the meeting.
- Per clause 11.9.2 of the Memorandum of Incorporation, no member who is in arrears with payment of the additional rate for more than 60 (sixty) days shall be entitled to vote at a members' meeting for so long as the member is in arrears, except if the member can prove that he/she is in a dispute or has entered into an appropriate payment arrangement with the City.
- Clause 12.1.7 of the MOI states "As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election." Andrew Jones, Kenneth McClarty and Andy Paige will resign. They have all made themselves available for re-election as directors. Forms for nomination of directors may be downloaded from the website or be requested by email. Completed and signed nominations of directors must be received by the SRA, either as a PDF attachment to an e-mail or by delivery to the SRA office, no later than 19 October 2020.
- Enquiries in advance of the meeting should please be addressed as far in advance as possible, by email as above or by letter to the office of the Company shown above.

The following documentation will be available at the AGM and at www.kalkbaystjamesra.org:

- Membership list
- Notice of meeting and agenda and newspaper advertisements
- Minutes of AGM on 25 November 2019
- Audited Annual Financial Statements 2019/2020
- Proposed Budget 2021-2022
- Proposed Implementation Plan 2021-2022
- Proposed Utilisation of Accumulated Surplus 2020-2021
- Proposed Utilisation of Accumulated Surplus 2021-2022
- Membership application form
- Proxy form and nomination as director form

Kalk Bay and St James SRA NPC
Annual General Meeting: 26 October 2020
COVID 19: Meeting Protocol

In compliance with regulations promulgated by the Government on 18 and 20 September 2020 under the Disaster Management Act the following rules will apply to the AGM to be held on 26 October 2020:

- The Community Hall will be sanitized on the day of the meeting and hand sanitizer spray will be provided for compulsory use by attendees prior to entering the Community Hall.
- All attendees will be required to wear a face mask when entering the Community Hall and at all times during the meeting.
- All attendees must maintain a distance of least one and a half meters from each other at all times.
- Attendance is limited to no more than 50% of the capacity of the hall. In order to ensure compliance with the personal safety distance of 1.5 meters and provide for attendance by City and Law Enforcement officers, attendance by members, residents and businesses is limited to 40 people.
- All members, residents or business owners wishing to attend the AGM are required to reserve a seat by sending an email request to Gail Daniels, the SRA Manager at manager@kalkbaystjamesra.org or phoning her on 079 609 1172. Seats will be reserved on a first come first serve basis.
- Members who do not intend or are unable to attend the AGM are requested to provide a signed proxy for any person to attend the AGM and vote on his/her behalf. The proxy form is available on kalkbaystjamesra.org or at the SRA office. The completed and signed proxy form must be returned to the SRA, either as a PDF attachment to an e-mail or by delivery to the SRA office, no later than 24 hours before the AGM, failing which it shall not be valid. A proxy need not be a member of the Company. Members and proxies will be required to provide satisfactory identification to verify their right to vote at the meeting.
- Attendees are requested to print and bring their own copies of meeting documents with them to the meeting as no copies will be provided. Attendees are also requested to bring their own pens for signing the attendance register.