



KALK BAY AND ST JAMES SRA NPC

Registration No 2014/187375/08

Not for Profit Company

P O BOX 36 KALK BAY, 7990

COMMUNITY CENTRE, MAIN ROAD, KALK BAY 7975

Contact: Manager - 079 609 1172 (cell phone) / info@kalkbaystjamesra.org (email)

## 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: 24 October 2016

Time: 20h00

Venue: Community Centre, Main Road, Kalk Bay

### AGENDA

1. Registration
2. Welcome and apologies
3. Quorum to constitute meeting
4. Approval of minutes of AGM of 9 November 2015
5. Chairman's report on activities 2015/2016
6. Noting of audited financial statements 2015 - 2016 (available on [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org))
7. Ratification of revised 2016/2017 budget, including allocation of surplus funds (available on [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org))
8. Approval of budget 2017/2018, (available on [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org))
9. Approval of Implementation Plan 2017/2018 (available on [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org))
10. Appointment of Auditors
11. Election of Directors (nomination form available on [www.kalkbaystjames.org](http://www.kalkbaystjames.org))
12. General

### **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
Graham Durrant	Cleansing, Maintenance of Public Spaces
Kenneth McClarty	Cleansing, Environmental Upgrade
Tony Trimmel	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 10 October 2016 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 [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org) or at the SRA office which needs to be completed and returned to the SRA, either as an attachment to an e-mail or by delivery to the SRA office, no later than 24 hours before the AGM. 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 he/she 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." Eric Stephen, Andy Paige and Kenneth McClarty 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. Nominations of any new directors are requested to be received by 21 October 2016.
- 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 registered office of the company. The Financial Accounts can be downloaded from the website.

The following documentation will be available at the AGM and at [www.kalkbaystjamesra.org](http://www.kalkbaystjamesra.org):

- Membership list
- Notice of meeting and agenda
- Clippings of adverts, notice to members and CoR 36.2 form
- Minutes of AGM on 9 November 2015
- Audited Annual Financial Statements 2015/2016
- Revised 2016/2017 budget
- Proposed budget and Implementation Plan 2017-2018
- Membership application form
- Proxy form
- Nomination as director form