



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: 25 November 2019

Time: 20h00

Venue: Community Centre, Main Road, Kalk Bay

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 26 November 2018
6. Chairman's report on operations 2018/2019
7. Noting of audited financial statements 2018/2019 (available on www.kalkbaystjamesra.org)
8. Approval of the Budget 2020/2021 (available on www.kalkbaystjamesra.org)
9. Approval of Implementation Plan 2020/2021 (available on www.kalkbaystjamesra.org)
10. Approval of Utilisation of Accumulated Surplus 2019/2020 (available on www.kalkbaystjamesra.org)
11. Approval of Utilisation of Accumulated Surplus 2020/2021 (available on www.kalkbaystjamesra.org)
12. Appointment of Auditors
13. Ratification of Company Secretary
14. Election of Directors (nomination form available on www.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

Graham Durrant	Cleansing, Maintenance of Public Spaces
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 22 November 2019 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 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." Tony Trimmel, Eric Stephen and Joanne McGilvray 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 22 November 2019.
- 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 26 November 2018
- Audited Annual Financial Statements 2018/2019
- Proposed Budget 2020-2021
- Proposed Implementation Plan 2020-2021
- Proposed Utilisation of Accumulated Surplus 2019-2020
- Proposed Utilisation of Accumulated Surplus 2020-2021
- Membership application form
- Proxy form and nomination as director form