



KALK BAY ST. JAMES
Special Rating Area NPC

Address:

Kalk Bay Community Centre
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www.kalkbaystjamesra.org

Notice is hereby given of the that the Annual General Meeting (AGM) of the Kalk Bay and St James Special Rating Area NPC that will take place on 31 October 2022 at 20h00 at the Kalk Bay Community Centre where the following items will be discussed:

AGENDA

1. Registration
2. Welcome and apologies
3. Membership
 - 3.1 Resignations
 - 3.2 New members
4. Quorum to constitute meeting
5. Previous AGM minutes 25 October 2021
 - 5.1 Approval
 - 5.2 Matters arising
6. Chairman's report on operations 2021/2022
7. Noting of audited financial statements 2021/2022
8. Approval of the Budget 2023/2024
9. Approval of Utilisation of Accumulated Surplus 2022/2023
10. Approval of Utilisation of Accumulated Surplus 2023/2024
11. Approval of Implementation Plan 2023/2024
12. Appointment of Registered Auditors
13. Ratification of Company Secretary
14. Election of Board Members
15. General
16. Q & A
17. Adjournment

Please note the following:

- The present directors of the KBSJSRA and their respective portfolios are:

Name	Current portfolio
Eric Stephen	Chairman, Soc Dev, Company Secretary, Finance
Bert Stafford	Vice Chairman, Public Safety

Andy Paige	Finance
Spencer Siljeur	Cleansing, Environmental Upgrade
Kenneth McClarty	Business Association
Tony Trimmel	Public Safety
Andrew Jones	Cleansing, Environmental Upgrade
Kate Wardle	Public Safety, Marketing/Communication

All stakeholders and interested parties are invited to attend, however, only owners registered as members of the company may vote.

- 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 an AGM for so long as s/he is so in arrears except if the member can prove that s/he is in a dispute or has entered into an appropriate payment arrangement with the City or can provide proof of payment.
- Owners wishing to apply for membership should do so via the website or by email. New membership applications should be received by 20 October 2022 to be approved and accepted at a meeting of the Board of directors of the Kalk Bay and St James Special Rating Area NPC 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.
- Enquiries should be addressed as far in advance as possible, by email as above or by letter to the registered office of the company. The Annual Financial Statements can be downloaded from the website.
- 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." Therefore, the following Directors: Kate Wardle, Andy Paige and Spencer Siljeur will resign. Spencer Siljeur has availed himself for re-election as director. 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 20 October 2022.
- Forms for nomination of directors may be downloaded from the website or be requested by email. These forms must be delivered to the offices of the Company no less than 7 clear days prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.
- Clause 11.10.2 of the MOI states "For a special resolution to be adopted at a members' meeting, it must be supported by at least 75 % (seventy-five percent) of the members who voted on the resolution, as provided in section 65(7) of the Act."

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

- Membership list
- Advertisements, notice to members and CoR 36.2 form
- Minutes of AGM on 25 October 2021
- Agenda
- Audited Annual Financial Statements 2021/2022
- Budget 2023-2024
- Implementation Plan 2023-2024
- Proposed Utilisation of Accumulated Surplus 2022-2023
- Proposed Utilisation of Accumulated Surplus 2023-2024
- Membership application form
- Nomination as Director form
- Proxy form