



 15 Lower Bridge Street, Chester, CH1 1RS

 01244 346226

 [contact@matthewsBM.co.uk](mailto:contact@matthewsBM.co.uk)

 [www.matthewsBM.co.uk](http://www.matthewsBM.co.uk)

5<sup>th</sup> March 2019

Dear sir/madam

**South Hermitage Management Company Ltd  
Annual General Meeting 26<sup>th</sup> March 2019**

We are pleased to enclose the following information relating to the Annual General Meeting for the South Hermitage Management Company Limited:

1. Notice of Annual General Meeting, Proxy Form, Meeting Agenda and Site Report
2. Minutes from 2018 AGM
3. 2018 Accounts

Please note that all proxy forms and items for Any Other Business must be submitted to our office by 19<sup>th</sup> March 2019.

We hope you are able to attend the AGM on 26<sup>th</sup> March 2019. However, should you have any questions in the interim please do not hesitate to contact us on 01244 346226 (Option 3) or by email to [contact@matthewsBM.co.uk](mailto:contact@matthewsBM.co.uk)

Yours faithfully,

Ros Haines

Block Manager  
**Matthew's Block Management Ltd**



# **SOUTH HERMITAGE MANAGEMENT COMPANY LIMITED**

## **Notice of Annual General Meeting**

Notice is hereby given that the Annual General Meeting (**Meeting**) of South Hermitage Management Company Limited (**Company**) will be held in The Hermitage Centre at Belle Vue Methodist Church, Belle Vue Road, Shrewsbury, SY3 7NL on Thursday 26<sup>th</sup> March 2019 at 7:45pm.

You will be asked to consider and vote on the resolutions below. Resolutions 1 to 3 will be proposed as ordinary resolutions:

1 Approval of 2018 AGM Minutes

2 Approval of 2018 Accounts

3 Appointment of Auditors

By order of the Board of Directors for South Hermitage Management Company Limited

C/O Matthew's of Chester Limited, 15 Lower Bridge Street, Chester, United Kingdom, CH1 1RS  
(Company Number **03112420**)

5<sup>th</sup> March 2019

## **Notes to the Notice of Annual General Meeting**

### **Appointment of proxies**

1. If you are a member who is entitled to attend and vote at the meeting, you are entitled to appoint one or more proxies to exercise all or any of your rights to attend, speak and vote at the meeting and you should have received a proxy form [with this notice of meeting]. A proxy does not need to be a member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.

2. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the Meeting.

### **Appointment of proxy by post**

3. The notes to the proxy form explain how to direct your proxy how to vote on each resolution.

To appoint a proxy using the proxy form, the form must be:

- completed and signed;
- sent or delivered to the Company at C/O Matthew's of Chester Limited, 15 Lower Bridge Street, Chester CH1 1RS; and
- received by the Company no later than 48 hours before the Meeting.

In the case of a member which is a company, the proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company.

Any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

### **Appointment of proxies electronically**

4. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by email to [contact@matthewsbm.co.uk](mailto:contact@matthewsbm.co.uk). For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 48 hours before the Meeting.

### **Appointment of proxy by joint members**

5. In the case of joint holders, where more than one of the joint holders completes a proxy appointment, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).

### **Changing proxy instructions**

6. Members may change proxy instructions by submitting a new proxy appointment using the methods set out above. Note that the cut-off time for receipt of proxy appointments also apply in relation to amended instructions; any amended proxy appointment received after the relevant cut-off time will be disregarded.

Where you have appointed a proxy using the hard-copy proxy form and would like to change the instructions using another hard-copy proxy form, please contact Matthew's of Chester Limited (address as above).

If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

## **Termination of proxy appointment**

7. A member may change a proxy instruction but to do so you will need to inform the Company in writing by either:

- Sending a signed hard-copy notice clearly stating your intention to revoke your proxy appointment to the Company. In the case of a member which is a company, the revocation notice must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which the revocation notice is signed (or a duly certified copy of such power or authority) must be included with the revocation notice.
- Sending an email to [contact@matthewsbm.co.uk](mailto:contact@matthewsbm.co.uk) and provide contact details (telephone number) for authentication.

In either case, the revocation notice must be received by the Company no later than 48 hours before the Meeting.

If you attempt to revoke your proxy appointment but the revocation is received after the time specified, your original proxy appointment will remain valid unless you attend the meeting and vote in person.

Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the Meeting in person, your proxy appointment will automatically be terminated.

## **Communication**

8. Except as provided above, members who have general queries about the meeting should email [contact@matthewsbm.co.uk](mailto:contact@matthewsbm.co.uk) or by letter to Matthew's of Chester Limited (address as above).

You may not use any electronic address provided either:

- in this notice of annual general meeting; or
- any related documents (including the proxy form),

to communicate with the Company for any purposes other than those expressly stated.

**SOUTH HERMITAGE MANAGEMENT COMPANY LIMITED (Company)**

**Annual General Meeting**

**Form of proxy**

**Before completing this form, please read the explanatory notes [below OR overleaf]**

I/We .....  
[FULL NAME[S] IN BLOCK CAPITALS]

Of .....  
[ADDRESS AT SOUTH HERMITAGE IN BLOCK CAPITALS]

being a member of the Company appoint the Chairman of the meeting or (see note 3)

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as my/our proxy to attend, speak and vote on my/our behalf at the Annual General Meeting of the Company to be held on 26<sup>th</sup> March 2019 at 7:45pm and at any adjournment of the meeting.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X'.

<b>RESOLUTIONS</b>	<b>For</b>	<b>Against</b>
<b>ORDINARY RESOLUTIONS</b>		
1 Approval of 2018 Minutes		
2 Approval of 2018 Accounts		
3 Appointment of Auditors		

<b>Signature</b>	<b>Date</b>

**Notes**

**Form of Proxy**

1. As a member of the Company you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.

2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

### **Appointment**

3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chairman of the meeting, insert their full name in the box. If you leave this space blank, the chairman of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the chairman and give them the relevant instructions directly.

4. In the case of joint holders, where more than one of the joint holders purports to appoint a proxy, only the appointment submitted by the most senior holder will be accepted. Seniority is determined by the order in which the names of the joint holders appear in the Company's register of members in respect of the joint holding (the first-named being the most senior).

### **Voting Directions**

5. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting, including a motion to adjourn.

### **Returning Your Form of Proxy**

6. To appoint a proxy using this form, the form must be:

- Completed and signed;
- Sent or delivered to the Company at C/O Matthew's of Chester Limited, 15 Lower Bridge Street, Chester CH1 1RS; and
- Received by the Company no later than 48 hours before the Meeting.

7. In the case of a member which is a company, this proxy form must be executed under its common seal or signed on its behalf by an officer of the company or an attorney for the company. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

8. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by emailing [contact@matthewsbm.co.uk](mailto:contact@matthewsbm.co.uk) For an electronic proxy appointment to be valid, your appointment must be received by the Company no later than 48 hours before the Meeting.

10. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting.

11. You may not use any electronic address provided in this proxy form to communicate with the Company for any purposes other than those expressly stated.

**SOUTH HERMITAGE MANAGEMENT COMPANY LIMITED  
ANNUAL GENERAL MEETING**

**to be held on Tuesday 26<sup>th</sup> March 2019 at 7.45pm at the Hermitage  
Centre, Belle Vue**

**AGENDA**

- 1. Welcome and housekeeping**
- 2. Apologies**
- 3. Approval of 2018 AGM minutes**
- 4. Matters arising**
- 5. Approval of 2018 Accounts**
- 6. Appointment of Auditors**
- 7. Site Report – for information**
- 8. AOB – must be submitted by 19<sup>th</sup> March 2019**



**SOUTH HERMITAGE MANAGEMENT COMPANY LIMITED  
ANNUAL GENERAL MEETING**

**Site Report  
March 2019**

The Directors would like to extend their thanks to Simon Hawkins for all his hard work in maintaining the grounds to a high standard.

In addition to the regular gardening tasks and general maintenance work that has been undertaken throughout site, the following areas have been addressed:

- Essential maintenance work to the surface of Stones Square including re-sealing the surface
- Repairs to the drainage channel in Stones Square
- Provision of a bin for salt, located in Burlington Place
- Notice outlining the appropriate use of the recycling areas (to be erected asap)

The Directors, together with Matthew's, are currently looking at and costing various options for the maintenance of the car parking area behind Burlington Place.

In addition, the condition of the service roads to the car parks and pavements around the site is under review.

A roof inspection/survey has also been proposed.