



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Financial Year 2011/12 **Annual General Meeting** of **Millbank Estate Management Organisation** (MEMO) will be held on **Tuesday 11th September 2012 at 7.30pm**. The venue is **MERTA Hall, Reynolds House Courtyard, Erasmus Street, SW1P 4HP**

Agenda

1. Introductions and Apologies
2. Minutes of the AGM 2011
3. Chair's report
4. Estate Director's Report
5. Finance Report
6. Presentation of accounts and appointment of the Auditor
7. Vote to continue as a TMO
8. Election of Board Members
9. Sealing of 5 years TMO Continuation Ballot Box by CWH's Mervyn Thomason

Notes

1. All residents of the estate who are shareholders are eligible to stand for election to the Committee.
2. To be valid under rule 31(b) of MEMO's rules, completed nomination forms must be received, at the MEMO office by **4.00pm on Tuesday 28th August 2012**.
3. Nomination forms must include:
 - The name and address of the person being nominated.
 - A signed statement by the person nominated of his/her willingness to stand for election.
 - The name, address and signature of the member making the nomination.
 - The name, address and signature of a seconder
4. At the next meeting following the AGM, the newly elected Committee will elect from its members the following officers: a Chair, a Vice-Chair, Secretary and Treasurer of MEMO, to serve until the next AGM
5. In line with established environmental policies MEMO is reducing its CO2 footprint and therefore asking shareholders who want to have AGM papers in advance to collect them from the MEMO office or take further informations from the website www.millbank-emo.co.uk. However, papers will be handed to residents at the AGM.