



Memo Office, Reynolds House Courtyard
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Notice of Annual General Meeting

Notice is hereby given that the Financial Year 2013/2014 Annual General Meeting of the **Millbank Estate Management Organisation Limited** (MEMO) will be held on

Tuesday 30th September 2014 at 19:00 hours

MERTA Hall

Reynolds House Court Yard

Erasmus Street

London SW1P 4HP

AGENDA

1. Introductions and Apologies
2. Minutes of the AGM 2013/14
3. Westminster Auditors Report
4. Chairman's Report
5. Estate Director's Report
6. Finance Report
7. Presentation of Accounts, approval and appointment of the Auditor
8. Vote to continue as a TMO
9. Election of Management Committee Members

Notes

1. At the first board meeting following the AGM, the newly elected Committee will elect from its members the following officers: Chairman, Vice-Chair, Secretary and Treasurer to serve until the next AGM.
2. A copy of the MEMO Accounts Financial Year 2013/14 is available on www.millbank-emo.co.uk or hard copy available from Millbank Estate Office upon request.

Gina Bobin

Secretary Millbank Estate Management Organisation