

Fellowes Plain Estate Management Company Ltd

(Company Number 05074581)

NOTICE OF ANNUAL GENERAL MEETING AND AGENDA

NOTICE is hereby given that the Annual General Meeting of the Company for 2020 will be held online (in light of COVID-19 restrictions on gatherings) on Wednesday 4th November 2020 at 7pm to transact the following business:

1. Introductions
2. Attendance / Apologies
3. Approval of previous minutes
 - AGM Held 6th November 2019
4. Appointment / Reappointment of the Board of Directors
 - As per the Articles of Association 1/3 of Directors will retire & seek re-election to the Board at each AGM
 - Notification that Clayton Hudson will retire by rotation and seek re-election
 - Note: Penny Field a founding residential director and long-standing member of the residents steering committee sadly died in Spring 2020.
5. To receive and adopt the reports and accounts of the Company for the years ending 31/12/2019
6. To appoint Sexty & Co as accountants for the 2020 accounts and to authorise the Directors to agree their remuneration.
7. To transact any other business. To date the following matters are on the agenda:
 - Service Charge Accounts for years ending 31/12/2019
 - Update on major activities of FPEMCL over past 12 months including grounds maintenance
 - Update on Chapel lease and use as a community facility by St Stephen Church (SSC)
8. AOB

Please forward any matters you wish to be discussed in writing to:
Fellowes Plain Estate Management Company Ltd
c/o NRM Ltd, Wherry Road, Norwich, NR1 1WS
or email to fpemcl@nrmltd.co.uk by 30th October 2020

BY ORDER OF THE BOARD

12th October 2020



Corporate Company Secretary
Fellowes Plain Estate Management Company Ltd

To assist with the arrangements only members of Fellowes Plain Estate Management Company Ltd will be admitted to the online meeting. You must register for the for the meeting online at <https://tinyurl.com/fpemcl-agm2020> the deadline to do this is 5pm on the 4th November 2020, once approved you will be sent a unique link and joining instructions that will enable you to take part in the meeting.

If you want you apology to be noted or to bring a matter / question to the Board of Directors attention then please email fpemcl@nrmltd.co.uk

Copies of the last AGM minutes are available on the FPEMCL Website <https://www.fpemcl.co.uk/> or the NRM portal <https://www.nrmportal.com/>

Fellowes Plain Estate Management Company Ltd

(Company Number 05053547)

ANNUAL GENERAL MEETING - APPOINTMENT OF PROXY

I/we, the undersigned Member(s) of **Fellowes Plain Estate Management Company Limited**

appoint _____ (see note (1) attached) or failing him/her,

Mr(s) _____ Director of the Company, as my/our proxy to

attend and vote on my/our behalf at the Annual General Meeting of the Company to be held online (in light of COVID-19 restrictions on gatherings) on Wednesday 4th November 2020 at 7pm.

I/We direct that my/our vote(s) be cast on the Resolutions to be considered at the Meeting as indicated by an X in the appropriate space(s) below (see note (4) attached)

Resolution	For	Against
3. Approval of previous AGM Minutes		
4. To re-elect Director		
5. To receive Directors' Report & Statement of Account to 31/12/19		
6. To appoint Sexty & Co Accountants		

Date: _____ Signature (See notes (3) & (5) below) _____

Full Name(s): _____

Address: _____

Notes:

1. If it is desired to appoint a person other than Mr/s or Mr/s as proxy, insert in block capitals the name of proxy, who need not be a member of the Company
2. To be valid this Form of Proxy together with the power of attorney or other written authority (if any) under which it is signed, nor a notarially certified office copy of such power or authority, must be deposited at (Registered address of Fellowes Plain Estate Management Company Limited) NOT LATER THAN 48 HOURS BEFORE THE TIME SET FOR THE MEETING
3. In the case of a corporation this Form of Proxy should be executed under its Common Seal or under the hand of an Officer, attorney or other person duly authorised to sign the same.
4. Unless otherwise directed the proxy will abstain or vote as he thinks fit.
5. In the case of joint holders, the vote of the senior who tenders a vote, whether in person or proxy, will be accepted to the exclusion of all other joint holders and for this purpose seniority will be determined by the order in which the names stand in the register of Members in respect of all joint holding. THE NAMES OF ALL JOINT HOLDERS SHOULD BE STATED.
6. Any alteration to this Form of Proxy should be initialled.