



Notice of General Meeting - St Edwards Park Management Company Limited

4pm on Sunday 21st May 2023 at the Leek Rugby Club, ST13 7BJ.

Ms B. J. Davis  
Wilkins House  
Apartment 5 85 Willow Drive  
Cheddleton  
Leek  
ST13 7FG

03/05/2023

Member by ownership of - Wilkins House, Apartment 5 85 Willow Drive, Cheddleton. ST

Dear Ms Davis,

We are pleased to invite you to a General Meeting being held at Leek Rugby Club at 4pm on Sunday 21st May 2023.

As per the passing of the special resolution in the May 2022 General Meeting, all directors at any General Meeting will retire and seek reappointment via ordinary resolution (simple majority of votes cast), therefore you are encouraged to attend and vote towards the composition of your board of directors.

We had anticipated being able to send the 31/03/2022 year end service charge accounts with this invite, however, whilst the accounts have recently been agreed, the audit partner at JW Hinks hasn't quite finalised them for issue. We therefore hope the accounts can be finalised within the next few weeks and issued to leaseholders and freeholders promptly from there.

Under the current Model Articles adopted by St Edwards Park, it is not mandatory to hold an Annual General Meeting, it therefore chooses to hold a General Meeting each year in order to give members a chance to choose their board of directors. Please note anyone who wants to become a director can simply write to Castle Estates or contact the board of directors via the website, the board of directors can hire other directors, subject to the current special resolution that directors are fixed to a maximum of seven (and a minimum of one as required by company law).

The General Meeting business will therefore simply be your chance to reappoint or remove the current directors, and we urge members to respect the moving of a simple agenda, and to allow the General Meeting to conclude as quickly as possible so that the board can move onto an informal site meeting afterwards. This is where site matters can be discussed and matters can be raised for the board and managing agents attention and consideration.

The meeting agenda is as follows:

- Acknowledge apologies
- To approve the minutes of the previous AGM (please find enclosed minutes of the previous meeting for your records)

Ordinary Resolutions

- Resolution 1 – Retirement and reappointment of Chris Mellalieu (director since 17/03/2021)
- Resolution 2 – Retirement and reappointment of Stephen Bannister (director since 15/05/2022)
- Resolution 3 – Retirement and reappointment of Jason Dalmás (director since 01/08/2022)
- Resolution 4 – Retirement and reappointment of Barbara Davis (director since 15/05/2022)
- Resolution 5 – Retirement and reappointment of Carl Evans (director since 09/09/2022)
- Resolution 6 – Retirement and reappointment of Victoria Salt (director since 15/05/2022)
- Resolution 7 – Retirement and reappointment of Phil Walker (director since 15/05/2022)

If you cannot attend the meeting a proxy form is enclosed where you can submit your votes for each resolution, or nominate a person to attend on your behalf. You can nominate 'any director' to vote your behalf as desired. Please note completed proxy forms must be received at the offices of Castle Estates no later than 5pm 17th May 2023. You can also email your proxy vote – this must be sent only to [iancajames@castle-estates.co.uk](mailto:iancajames@castle-estates.co.uk), and must have the subject header 'General Meeting Proxy Submission'.

Yours sincerely,



Ian James  
Managing Director for Castle Estates (Property Management Services) Limited - *Acting as agents for St Edwards Park Management Company Limited.*

Email [iancajames@castle-estates.co.uk](mailto:iancajames@castle-estates.co.uk)  
Telephone 01785 244404 (opt 3 for finance)

St Edwards Park Management Company Limited  
Company Number 04508293 FORM OF PROXY

I/We \_\_\_\_\_

of \_\_\_\_\_

being joint members/a member of the above named company hereby appoint

\_\_\_\_\_

of \_\_\_\_\_

or failing him \_\_\_\_\_

of \_\_\_\_\_

as my proxy to vote in my name and on my behalf at the General Meeting of the Company to be held on Sunday 21st May 2023 at 4pm and at any adjournment thereof. This form is to be used in respect of the resolutions mentioned below as follows (if you make choices below your proxy will not be able to vote any other way if they attend)

Special Resolution No.1 - Chris Mellalieu	For	Against	Abstain
Special Resolution No.2 - Stephen Bannister	For	Against	Abstain
Special Resolution No.3 - Jason Dalmas	For	Against	Abstain
Special Resolution No.4 - Barbara Davis	For	Against	Abstain
Special Resolution No.5 - Carl Evans	For	Against	Abstain
Special Resolution No.6 - Victoria Salt	For	Against	Abstain
Special Resolution No.7 - Phil Walker	For	Against	Abstain

- Please circle preference

Unless otherwise instructed, the proxy may vote as he thinks fit or abstain from voting.

