



Notice is hereby given of the Annual General Meeting (AGM) of the of the Scott Estate and Baviaanskloof CID that will take place on 30th November 2022 where the following items will be discussed:

AGENDA

1. Registration
2. Welcome & Apologies
3. Membership
 - 3.1 Resignations
 - 3.2 New members
4. Quorum to constitute a meeting
5. Previous AGM minutes
 - 5.1 Approval
 - 5.2 Matters arising
6. Chairman's Report
7. Feedback on operations 2021/22
8. Noting of Audited Financial Statements 2021/22
9. Budget
 - 9.1 Noting of additional surplus funds utilised in 2021/22 (approved by the Board)
 - 9.2 Approval of the budget for 2023/24
10. Approval of the implementation plan for 2023/24
11. Appointment of a Registered Auditor
12. Confirmation of Company Secretary
13. Election of Board Members
14. General
15. Q & A
16. Adjournment

Please note the following:

The present Directors of the Scott Estate and Baviaanskloof CID and their respective portfolios are:

Name	Current CID Portfolio
Helen Snell	Chair, Public Safety & Communications Director
Alison Louw	Vice Chair, Treasurer & Company Secretary
Paul Maguire & Fanie Malan	Public Safety Directors
Jemimah Birch & Shazelle Kelly	Environmental & Social Responsibility Directors
Keith Cronwright	Social Responsibility Director

All stakeholders and interested parties are invited to attend, however, only owners registered as members of the company may vote.

- Per clause 11.9.2 of the Memorandum of Incorporation, no member who is in arrears with payment of the additional rate for more than 60 (sixty) days, shall be entitled to vote at an AGM for so long as s/he is so in arrears except if the member can prove that s/he is in a dispute or has entered into an appropriate payment arrangement with the City or can provide proof of payment.
- Owners wishing to apply for membership should download the form via the website and return by email to info.sebcid@gmail.com. New membership applications should be received by 21st November 2022 to be approved and accepted at a meeting of the Board of directors of the SEBCID NPC prior to the AGM.
- Any member may appoint a Proxy to attend the meeting on his/her behalf. Forms of Proxy may be downloaded from the website or requested by email. The proxy form must be returned to the Company no less than 24 hours prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.
- Enquiries should be addressed as far in advance as possible, by email as above or by letter to the registered office of the company. The Annual Financial Statements can be downloaded from the website.
- Clause 12.1.7 of the MOI states "As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election." Therefore, the following Directors: Jemimah Birch, Paul Maguire and Fanie Malan will resign. They have made themselves available for re-election as directors.
- Forms for nomination of directors may be downloaded from the website or be requested by email. These forms must be returned to the Company no less than 7 clear days prior to the advertised time of the start of the meeting, failing which they shall not be deemed to be valid.

The following documentation is available at the AGM and on the on the SEBCID website at www.sebcidhoutbay.org:

- Membership list
- Advertisements, notice to members and CoR 36.2 form
- Minutes of previous AGM
- Agenda
- Audited AFS (Full set)
- Implementation Plan 2023-2024
- Budget 2023-2024
- Membership application form
- Nomination as Director form
- Proxy Form