**The Element Newhaven Owners’ Association (TENOA)**

**Annual General Meeting**

Wednesday 1st November 2017 7pm at

David Lloyds Newhaven Club, Western Harbour Drive EH6 4LX

(Forth Suite, 1st Floor)

Chairman: Rodney Matthews

In attendance: Ewan Regan, Senior Associate, Anderson Strathern Solicitors

1 7pm Motion: **“To adopt the new Constitution of**

**TENOA**

**as published on 21st August**

**and amended on 19th September 2017”**

(Voting will be by ballot including votes cast as mandated by proxy in the terms notified to all members and advertised on the TENOA website at the time of the publication of the constitution and the timetable for its proposed adoption. Each member of TENOA is entitled to one vote per property owned. For the constitution to be adopted the motion must be carried by 75% of the votes cast)

Declaration of Result and Statement by Chairman

on how the meeting will proceed in consequence

**A**

(proceeding in consequence of the adoption of the new constitution)

2 7.10pm Appointment of Chairman, Secretary and Committee of TENOA

as notified, all assuming office immediately.

3 7.14pm To approve the Minutes of the AGM held on 7th September 2016,

(as published on the TENOA website)

4 7.15pm Chairman’s Annual Report – copy available following the meeting

5 7.45pm Presentation of the work of The Element Factors (TEF) 2016-17

with a forecast of work to be carried out in 2017-18

6 8.15pm Presentation of Accounts for the Year ended 21st July 2017, (published) together with the report of the Independent Examiner

7 8.29pm Appointment of Independent Examiner of the Accounts 2017-18

8 8.30pm Questions and discussion arising from reports, with suggestions

for the coming year.

9 8.50pm Any other competent business

Closure by 9pm

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Declaration of Result and Statement by Chairman

on how the meeting will proceed in consequence

**B**

(proceeding in consequence of not adopting the new constitution)

2 7.10pm To approve the Minutes of the AGM held on 7th September 2016

(as published on the TENOA website)

3 7.11pm Chairman’s Annual Report – copy available following the meeting

4 7.45pm Election to TENOA Committee of new members to fill 3 vacancies: details and implications to be explained and nominees presented

5 7.50pm Presentation of the work of The Element Factors (TEF) 2016-17

with a forecast of work to be carried out in 2017-18

6 8.20pm Presentation of Accounts for the Year ended 21st July 2017, (published) together with the report of the Independent Examiner

7 8.34pm Appointment of Independent Examiner of the Accounts 2017-18

8 8.35pm Questions and discussion arising from reports, with suggestions

for the coming year.

9 8.50pm Any other competent business

Closure by 9pm