

11th July 2019

Dear Kingston First member

## **NOTICE OF THE KINGSTON FIRST 2019 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Company will be held at the DoubleTree by Hilton, 1 Skerne Road, Kingston upon Thames, KT2 5FJ in the Sopwith 1 Room on Wednesday 24<sup>th</sup> July 2019 at 11am with the following agenda:

### **1. Welcome and apologies**

### **2. Minutes and actions from the last meeting**

### **3. Amendments to the Company's Articles of Association**

To approve the amended items of the Company's Articles of Association, related to:

- Updating the document to incorporate the company's name change
- Tenure/term of Directors
- Tenure/term of the Chairman

### **4. Election of Chairman**

To elect Sam Eastwood, Centre Director, of The Bentall Centre as Chairman of Kingston First.

### **5. Re-election of Directors**

To re-elect and elect the Company Directors who, under the Articles of Association and being eligible, are offering themselves for election and re-election as Directors.

### **6. Annual Financial Report, 2018-19.**

To receive and accept the Company's audited annual accounts.

### **7. AOB**

All the relevant documentation including the Agenda; Proxy Form and Explanatory Notes; Report of the Directors and Accounts for the year ended 31<sup>st</sup> March 2019; and Minutes of the 2018 AGM, can be viewed and downloaded from: [kingstonfirst.co.uk/agm](http://kingstonfirst.co.uk/agm)

Please note that Company Membership of Kingston First is open to all Kingston First BID levy payers and enables you to:

- Vote on all BID Company issues at Annual General Meetings.
- Be nominated as a Board Director.

To join simply complete and return the Membership form which can be downloaded from:

[kingstonfirst.co.uk/agm](http://kingstonfirst.co.uk/agm)

If you are interested in becoming a Kingston First Board Director, please let us know. We are always keen to hear from you.

To assist us with anticipating numbers, please kindly RSVP by Monday 22nd July 2019, to Lucy Button, on [lucy.button@kingstonfirst.co.uk](mailto:lucy.button@kingstonfirst.co.uk)

Please also forward, by this date, any questions you might like to ask at the meeting to ensure a meaningful response can be prepared.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kirsten Henly', with a long horizontal stroke extending to the right.

Kirsten Henly  
Chief Executive