

# HOLLY LODGE ESTATE

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF  
PLOT OWNERS ON THE HOLLY LODGE ESTATE WILL BE HELD ON**

**WEDNESDAY 28<sup>th</sup> APRIL AT 20.00**

**VIA A ZOOM CALL**

***Details will be forwarded nearer the time.***

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Voting for HLEC members, Approval of Nov 2020 meeting notes, Revised rules, Approval of auditor and accounts plus any motions put forward will be done electronically prior to the Zoom meeting.  
See overleaf for details of the voting arrangements.

## **AGENDA**

1. Introductions & Apologies
2. Approval of Plot-owners' November meeting notes - poll result
3. Election of 3 committee members – poll result
4. Chair's Report  
+ Matters arising & questions
5. Treasurer's Report  
+ Matters arising & questions
6. Revised rules, poll results
  - a. Modifications identified at Nov 19 meeting
  - b. Election pattern, 1 Trustee committee member per year or all three Trustees committee members every third year.  
+ Matters arising
7. Approval of Auditor - Poll result
8. Adoption of Accounts - Poll result
9. Motions submitted (if any) - Poll results

## **NOTES**

- No plot owner or his/her representative shall be entitled to attend or vote unless the Rent Charge on that plot has been paid.
- Copies of the Accounts, HLEC Election resumés, Chair & Treasurer's reports and other papers will be available on the website from 16<sup>th</sup> April under the Committee tab/AGM Papers <https://hle.org.uk/?q=node/94>  
Hard copies can be requested from Barbara at [manager@hle.org.uk](mailto:manager@hle.org.uk).

## Voting Arrangements

This year the election of 3 Committee Members, approval of the 2019/20 accounts, etc, will utilise Election Runner, a secure online platform designed to simplify the process of administering elections for schools & organisations (their words).

The AGM is at 20.00, Wednesday 28-Apr. The week before, on Tuesday 20-Apr, Election Runner will send the poll link to the email address we have for each plot-owner and to whom we would have sent the EMF letters earlier this year. Each link is unique. The poll will be open from 00.00 on 20-Apr till 18.00 on Tuesday 27-Apr and the results will be announced at the AGM.

If you do not receive the email on the 20-Apr please check your junk/spam folders, and if still not found contact Barbara, the Estate Manager, at [manager@hle.org.uk](mailto:manager@hle.org.uk) 07731 301119, who will also send a reminder on Thursday 22-Apr from our Mailchimp email platform.

If anyone needs to use a paper ballot, please contact Barbara by 18.00 Friday 16-Apr. You will be removed from the Election Runner distribution list and can use the ballot paper. Please drop your ballot paper in the post box at the yard gates in Holly Lodge Gardens by 16.00 Friday 23-Apr latest.

If you have queries on any of the items being polled, please contact Martin Narraway at [chair@hle.org.uk](mailto:chair@hle.org.uk) or drop a letter into the estate post box by 16.00 on Tuesday 20-Apr.

HLE Committee