

# HOLLY LODGE ESTATE

**NOTICE IS HEREBY GIVEN OF THE  
HOLLY LODGE ESTATE  
HALF-YEARLY MEETING OF PLOT-OWNERS ON**

**10 NOVEMBER 2021 8pm**

**REGRETFULLY THERE WILL BE NO PUBLIC ASSEMBLY**

***Zoom call details will be forwarded nearer the time.***

**AGENDA:**

1. Approval of minutes of the Annual General Meeting held on 28 April 2021
2. Review and plans
  - i. Chair's Statement (RS)
  - ii. Approval of Budget and Treasurer's Report 2021/22 (IW)
3. Motions raised / questions to be answered during the meeting.
4. Any other business.

**NOTES:**

No plot owner or his/her representative shall be entitled to attend if the Rent Charge payable in respect of his/her plot is in arrears or unpaid.

**CHAIR'S STATEMENT:**

The 6 monthly Chair's report normally delivered at the meeting will be available online.

**ANNUAL BUDGET:**

The HLEC Regulations require that an annual budget for fiscal year beginning 1 December 2021 be presented and approved by the plot-owners at the Half-Yearly meeting.

**MINUTES OF THE 2021 AGM:**

Minutes of this year's AGM are also available to be approved.

All of the above reports will be available online [www.hle.org.uk](http://www.hle.org.uk) beginning 27 October under the "Committee" tab/ AGM Papers (see '2021 Half-Yearly meeting.')

or by hard copy on request to the Committee Secretary or Estate Manager.

Questions regarding the budget, EMF for next year, AGM minutes or proxy vote requests should be directed to [manager@hle.org.uk](mailto:manager@hle.org.uk) or dropped in the mailbox at the Estate Office by Tuesday 2 November.

## **WE NEED YOUR RESPONSES!**

Plot-owners must vote on the proposed budget and approval of the AGM minutes. We will issue an Election Runner link on 2 November to all plots for which we hold an email address. The link on this email is unique to the plot and can only be used once. The voting will be open from 00.01 on 2 November until 18.00 on Tuesday 9 November.

If no email is received on the 2 November, please check your junk / spam folders and if still not found contact Barbara who will also send a reminder on Thursday 4 November from our Mailchimp email platform.

If you wish to use a paper ballot please contact Ronnie Day, the Committee Secretary, at [secretary@hle.org.uk](mailto:secretary@hle.org.uk), by 18.00 Friday 29 October. 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 5 November latest.

Many thanks for your support.

The Holly Lodge Estate Committee

Estate Office, Opposite 8 Holly Lodge Gardens

**HLE COMMITTEE CHAIR – Rob Schoenbeck** email: [chair@hle.org.uk](mailto:chair@hle.org.uk)

**HLE COMMITTEE SECRETARY - Ronnie Day** email: [secretary@hle.org.uk](mailto:secretary@hle.org.uk)

**HLE MANAGER - Barbara Wheatley** email: [manager@hle.org.uk](mailto:manager@hle.org.uk)