

Sanford Court Management Company

Registered in England and Wales No. 2234527

27th Annual General Meeting

Thursday 8th October 2015 at 18.30

Venue: Atwell Martin, 56/57 Godwin Court, Old Town, Swindon SN1 4BB

Present: Derek Cash, chair (DC), Gaye Cash (GC), Roy Bayston (ARB), Lynden Guiver, minutes (LG), Ian Handy (IH) Norman Wakeley (NW) Ben Head, Atwell Martin (BH) Wayne Hogan, Atwell Martin (WH)

Apologies: Sue Lee, representing Mr Lee (SL) Sylvia Wakeley, (SW), Ann Handy (AH)

1/2015 Welcome, introductions and apologies.

The Chair welcomed everyone attending. Apologies were noted and accepted.

2/2015 Minutes from 26th AGM dated Monday 6th October 2014.

The previous minutes of the 26th AGM for 2014 were accepted and signed as a true record

2.1 Matters arising from previous minutes.

None noted, all items covered within agenda.

3/2015 Chair's annual report

It has been another busy year but we have, again made steady progress with our agreed programme of planned works and improvements to the communal areas of our properties.

There have been no change of ownership of our flats during the past year and we continue to have some really good tenants who are good neighbours and make positive contributions to the Sanford Court community.

The communal cleaning had been taken over by DC at a cost of £37.50 pm. A new local cleaner, Rebecca Pocock has been contacted and is willing to take over the cleaning duties at a cost of £20 for 2 sessions per month. **Action:** Ben to liaise with her and the insurance with contact details to be passed on.

There has been a further break in at Sanford Court, Flat 4 was burgled and the intruder(s) took personal items from the residents while they were away which was extremely distressing.

Thanks were recorded to the committee members for their support and to Ben and his team at Atwell Martin for their management of our property and our income. We welcomed Wayne Hogan who has replaced Derek Head who recently retired from Atwell Martin.

4/2015 Property Manager's Report

Matters arising from 4/2014

- A) The agreed work along the western wall has now been completed and a good job has been done by Glen and Martin. It was noted that there is a bulge in the front wall on the pavement side that needs attention, we need to be aware of our public liability duties.
- I) LG had not been successful in finding a new home for the fish from the pond, the residents did not want them to be culled. It was accepted that the risk has been noted and residents will ensure family and visitors will be made aware of the pond.
- N) New name plaque still needs to be designed and erected to prevent incorrect postal deliveries between Sanford House and Sanford Court. **Action:** Ben to arrange for a Sanford Court sign to be made and erected on the grass area of the Sanford Court property.
- O) The car port numbering for car spaces was still not visible and needs doing – perhaps something reflective? **Action:** Ben to organise new numbering on the car port wooden posts.

Property Managers Report 4/2015

It has been a fairly quiet year for maintenance. The wall at the front of the property is ready to be re-pointed on both sides of the property by Glen. This amount could be spread over two financial years in order to spread the impact at a cost of £5,000.

The car port roof has a slate missing at the front, near the bin store. **Action:** Ben to replace tile. The outside lighting is regularly checked by Malcolm.

The ivy climbing the border fence has been removed by the neighbour [REDACTED] in Croft Road. At some stage the fencing at the back of the property will need replacing.

5/2015 Health and Safety

The fire risk assessment report for 2015 is available and will be sent to residents. **Action:** Ben to send a copy to all residents.

Landlords are reminded as a 'duty of care' to ensure electrical safety is safe for residents. The fire alarm is regularly tested at the beginning of each month and recorded in the log book Landlords must provide all tenants with evacuation instructions in case of a fire. **Action:** Ben to provide instructions for all Landlords

If the fire alarm is activated, the alarm must be reset. **Action:** Ben to show NW how to reactivate the alarm.

It was noted that the use of mats in the communal areas is not recommended.

A reminder was noted about letting laws for landlords and the requirement for annual gas safety checks and provision of carbon monoxide monitors (from 1st October 2015) which can be purchased from local hardware stores.

5/2015 Annual accounts 2015-2015

The turnover up to 30th April 2015 is listed as £10,825 (the figure for 2014 was £14,334. Although the expenditure for repairs and maintenance has increased, the work was necessary for maintenance of the property. The loss for the financial year 2015 is £4,878 (previous loss for 2014 was £2,877)

The net current assets (shareholder's funds) for 2015 in £7,791. Previous figure for 2014 was £12,669. There is a fixed asset figure of £14 that was previously listed - thought to be for depreciation of hall carpets which will move to the Tangible Fixed Assets column.

Reserves at 1st May 2014 were listed at £12,569 deficit (4,878) with a reserve figure of £7,691 at 30th April 2015.

The profit and loss account for the year ending 30th April 2015 has Sales listed at £10,825 with expenditure at £15,703. Total loss at £4,878. Bank charges are listed at £92 which should reduce next year with electronic banking with Lloyds Bank. The Net Loss for 2014 was £2877.

The accounts for 2014/15 were presented by the Chair, reviewed and accepted. at the meeting. **Action:** A copy of the accounts will be sent with the draft minutes for 2015 by LG.

6/2015 Charges for 2014-15

Having reviewed the accounts and our finances, it was agreed we would keep the cost of the maintenance charges at £1200 for the coming year and review again at the next meeting in October 2016. It was agreed we would hold an emergency meeting if there were any unexpected financial outlays. Atwell Martin have changed their banking details and will notify all residents of the changes.

Action: Atwell Martin to send confirmation of new details to all residents.

7/2014 Election of officers

The re-election of officers was confirmed for the forthcoming year, with the Chair (DC) Director (GC) and Secretary (LG) were all willing to stay in post for the next year. We would continue with using Morris Owen on an annual basis. Atwell Martin has agreed to continue with their management and treasurer services.

8/2015 Any other business

3

Nothing to report

The next AGM meeting will be held in October 2016. Date to be confirmed nearer the time.

Meeting closed at 19.40 pm. Thanks were expressed to Ben Head for hosting the meeting and Atwell Martin for providing the refreshments.

Minutes submitted

and signed by the Secretary:-

Dated:-

Minutes approved

and signed by the Chair:-

Dated:-