

## **Saxon Court Annual General Meeting**

**Friday 11<sup>th</sup> November 2011**

### **1. Apologies**

Mr A Millard  
Mr S Yarwood

In the Chair: Mr Michael Clarke of No 6 Saxon Court

In attendance: Mr J W Moorman EPM

The Chairman opened the meeting

### **2. Minutes of last AGM**

The Minutes of the last AGM held on Friday 22<sup>nd</sup> October 2010 were approved without change.

### **3. Matters arising from last AGM**

The Chairman advised that the AGM was set as early as possible so that everyone could have the opportunity to attend and that the time of 6.00pm was set to allow those who worked in the day the chance to attend the AGM.

✓ 6.00pm > The freehold was still to be passed over to Saxon Court (Guys Cliffe) Management Company Limited and that A C Lloyd's Solicitors were still awaiting the papers from the Council to finalise the matter.

### **4. Directors report**

The Chairman advised all present that the Board met every two months to discuss all ongoing issues such as the lights, the lifts and the budget. Minutes are now circulated to all lessees for their information. Despite the best efforts the accounts to 31<sup>st</sup> March 2011 meant that no reserve fund could be added and that the fund at that date stood at circa £2650.00. All costs within the reach of the Board were being controlled to ensure costs do not escalate. EPM had refunded two costs that had been expended from an electrician not within the employ of the Board or EPM now, and also an expense on the drain covers was also reimbursed by EPM.

The Chairman thanked Simon for attending Peter Moorman's funeral on behalf of Saxon Court.

Nan Eells was resigning and leaving Saxon Court. The Chair presented her with a bunch of flowers and thanked her for all her hard work during her period as a Director.

### **5. Finances**

The Chairman advised that for the year ended 31<sup>st</sup> March 2011 there would have been a shortfall on the accounts if the reserves had not been taken into account. The balance at

the year-end stood at circa £2650.00. For 2012 costs are balancing against budget at present with a current overspend of circa £400.00 after seven months. At the end of the year the plan was to put a further £1500.00 into the reserves so at the end of 2012 they will stand at circa £4100.00. The Chairman advised that this was not really enough and that if major expenses came up the reserves would not cover the cost. The service charge should be adjusted to get ahead of these costs. There are two which lie in the control of the residents, the window cleaning and the gardening. The window cleaning was reduced to quarterly and the Chair asked for a vote of whether this frequency should remain or be increased to one clean every two months. Those present voted to keep the window cleaning frequency at quarterly visits. EPM were asked to see if the window cleaner was able to let residents know when he was visiting although it was noted that this may not always be possible. The gardening issue was discussed and that directors felt the current gardening budget was very tight and that the board had reduced costs by around £500.00. The Chair advised the meeting that more funds should be made available to ensure that the gardening contractors were able to keep on top of the work required at the property. The Chair asked those present if the gardening budget could be increased to £2200.00 per annum. A clear majority were in favour of increasing the budget.

## **6. Reserve fund & monthly charge 2012/2013**

The proposal was to increase the monthly charges from April 2012 by 5% and again by a further 5% in 2013 in order to match UK inflation and to build the reserve fund. This would increase the monthly charge to circa £98.00 for 2012 and circa £103.00 for the following year. This would allow a reserve fund to grow to circa £7000.00 by 2014. Some of this fund will have to be utilised before 2014 as works will be required on the large tree in the garden and this will cost between £800.00 and £1000.00 by a professional tree contractor. The proposal to increase the service charge was approved by a majority vote.

## **7. Re-election of Directors / New Directors**

With the exception of Nan Eells all Directors were willing to stand again and this was proposed by Marjorie and seconded by Mary. After some discussion Marjorie was appointed to the Board.

## **8. Any Other Business**

The Chairman invited comments from the floor and the following were raised.

- a) The drains do not currently deal with the surface water in hard rain. The Chairman advised the gardening contractor can deal with this issue.
- b) The Lawn Tennis Club were thanked for providing the room free of charge.
- c) The gas piping work being done at the property was at the expense of AC Lloyd and not the service charge.
- d) A system needs to be put in place where large cost items be approved by the committee. The Chairman advised that this procedure is now in place with EPM.
- e) The time of the next AGM will be held in the afternoon as this was felt by all present to be the best time.