

**Burwood Grange (Walton) no. 1 Management Ltd
Minutes of Annual General Meeting
held on Friday 28 April 2017
at Travelodge Hotel, Station Road, Walton on Thames**

A list of those attending and apologies received is held at the registered office.

The meeting was chaired by Hubert Blackmore.

1. Approve minutes of previous AGM

The minutes of the AGM of 27 April 2016 were approved as a true and accurate record of the meeting. All agreed.

2. To receive the accounts for the year ended 31 May 2016

The accounts were noted.

3. Matters arising:

Rochills confirmed that they will be checking the playground ~~will now be checked~~ weekly. Via?

A query was raised as to whether the play equipment could be reduced/changed to reduce ongoing costs. Agreed to add to agenda for next year. ~~(Rochills to check lease/legal leeway for changess.e).~~

4. Service Charge Budget (previously circulated)

Agreed

5. Director's appointments/resignations

Hubert Blackmore stepped down as Chair and was duly re-elected.

~~Matthew Johnson, Corinne Fugle~~ was elected as a Director.

Thomas Bell requested that his name be removed from Companies House as he was no longer a director.

6. Any other business

Street Lighting turning off at midnight. Resident has been touch with Council to change ~~back to darkness hours lighting as Roydon Court is~~ we are a private road.

Car parking issues – Surrey Councillors have been requested to help with parking issues at the entrance to the estate. Double yellow lines or bollards have been proposed.

Conflict of interest – Members were asked to note that Hubert Blackmore, Director undertook a monthly paid inspection of the estate and would notify the managing agent of anything that needed doing. Small jobs, he would do himself and submit and invoice for payment and larger jobs he would pass on for appointment of a contractor. It was requested and agreed that the amount he receives ~~would should~~ be declared in the annual accounts for probity. ~~This was agreed.~~

~~Reserves – A concern was raised that the reserves for number 1 company are not very high and if something significant were to go wrong, such as the road need patching there would be insufficient money to pay for the work. It was agreed to add to the agenda for next year.
Suggested instead of above:~~

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Commented [S1]: I recall being informed of weekly checks. How is this being conducted/ paid for? It's not identified on the budget.

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Reserves – It was clarified that the total Reserves for No. 1 Management amounted to £15,818 at 2015/16 year end, plus £824 and £825 in 2016-17 and 17-18 budgets. While this would be adequate eg. to patch the road, (generally agreed to be in good condition) it was queried whether a long term plan for major repairs or future roadway replacement should be set up. It was agreed to add to the agenda for next year.

Thanks were given to Hubert, Sue (and ~~Corrine~~, Corinne for the future)

The meeting closed at 7.40

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