

**Burwood Grange (Walton) no. 24 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 Edward Reed~~Hubert Blackmore~~.

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**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:**

~~Rechills confirmed that the playground will now be checked weekly. Via?~~

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

~~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. (Rechills to check lease/legal leeway for changes).~~

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Conflict of interest – Members were asked to note that Hubert Blackmore (Husband of Mary 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 be declared in the annual accounts for probity.

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**4. Service Charge Budget** (previously circulated)

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Edward Reed explained that cyclical works are due every 4 years. However, instead of carrying out internal and external decorations in 2019 as planned that this should be put off and the window replacement should be done as soon as possible – hopefully in 2018 if finances allow. As a result of this being agreed the budget for the year commencing 1 June 2017 was increased by another £30 to £195.00 and next year would go up another £30 on top of this.

It was agreed that quotes for works should also include as separate item the cost for replacing soffits and fascias. Agreed

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**5. Director's appointments/resignations**

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

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

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

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**6. Any other business**

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

Car parking enforcement – it was requested that if possible the new parking permits

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~~(agreed in AGM for company no. 1) should have holographic image to prevent photocopying.~~

~~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.~~

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~~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.~~

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~~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:~~

~~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)~~

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The meeting closed at ~~8.35, 7.40~~