

Manor Farm (Seer Green) Management Company Limited

Registered in England No. 1249156

Registered Office:

1 Barrards Way · Seer Green Beaconsfield · Buckinghamshire HP9 2YZ
Phone 01494-681172 · MFCo@SeerGreen.org.uk · www.SeerGreen.org.uk

Minutes of the Annual General Meeting

Held on 22nd June 2016

Commencing at: 7.30pm

Venue: Baptist Church, Seer Green

Directors present: Jen Guerin, Colin Campbell, Peter Van Duzer,
(Darren Yates joined at the end of the meeting, having been unavoidably delayed)

Also present: In addition to the directors, who are all members, those who signed the attendance list were also present, total members present - 15

Apologies: Apologies were received

- 1. Quorum** – It was noted that a quorum was present.
- 2. Chairman** - Peter Van Duzer was appointed chairman of the meeting and he welcomed those attending.
- 3. Directors' Report and Accounts** – Colin Campbell outlined pertinent matters relating to the annual accounts that had been circulated to the members with the notice of meeting. The meeting noted that all annual charges invoiced in April 2016 had been paid apart from one that was being pursued. Post meeting note: the one outstanding charge has now been paid.

The Directors' Report and unaudited Accounts for the year ending 31 March 2016 were laid before the meeting and unanimously adopted.

- 4. Management of the Estate** – The members were given the opportunity to discuss the management of the Estate. The following matters were discussed:
 - **Roads** – The poor state of some areas of road on the estate was raised. The directors confirmed that this was a Bucks County Council matter. Individuals can report holes in roads that require repair via an online facility provided by BCC. It was noted that some footpaths were also a problem. Adrian Thomson offered to provide contact details for our local County Councillor – Timothy Butcher – who is actively trying to improve our local road surfaces. Peter Van Duzer agreed to circulate the contact details to those present at the meeting and it was agreed to include details of how to report holes that require repair in next year's *Manorism*;
 - **Drain on Farmers Way car park** – It was noted that flooding occurred when the Council's road drainage overflowed from its drain onto the car park; numerous efforts to get the Council to address this had been made over the years, with varying success, but the problem was always likely to remain to a greater or lesser extent due to the land levels; Darren Yates and Peter Van Duzer had recently undertaken work to clear the other drain from the car park, but it had never been designed to deal with the overflow of water from the Council's drain;
 - **Bamboo** – It was noted that bamboo from one property was growing onto the Council pavement and is likely to continue to disrupt the tarmac;
 - **Reserves** – The meeting noted the high level of reserves resulting from a repayment made to the company; the directors explained that they had considered the best course of action and the Board had decided to reduce the level of service charge by

special discount where appropriate each year and also carry out some additional works, with the intention of reducing the reserve over a period of years;

- **Covenants and the requirement of owners that the land marked blue in their title deeds shall be laid down to grass with or without flower beds and shall be mown and maintained as such properly cultivated in a neat and tidy condition as amenity areas for the benefit of the estate** – There was some discussion regarding the failure of some people to comply with this covenant and possible actions that could be taken by the company. The directors explained that the company pointed out to owners failure to comply when the directors became aware of it and that owners that had failed to comply might have problems if they later on wished to sell their property. The meeting asked the directors to engage solicitors to pursue enforcement of this covenant on behalf of the company;
- **Works** – The directors confirmed that no exceptional works were currently planned;
- **Volunteer to assist in overseeing garden maintenance** - Jen Guerin repeated the request that had been made in *Manorism* for a person to become involved in the supervision of the garden maintenance of the estate, with a view to taking over from her in due course. She asked those present to pass on this request and ask anyone interested to contact her.

5. **Re-election of the directors** – Peter Van Duzer explained that the four current directors were retiring at the meeting and standing for re-election.

The re-election of each director was then proposed and voted on with a separate resolution for each director as follows:

- **Jen Guerin** – Unanimously re-elected
- **Colin Campbell** - Unanimously re-elected
- **Peter Van Duzer** - Unanimously re-elected
- **Darren Yates** - Unanimously re-elected

6. **Vote of thanks** – A vote of thanks was proposed from the floor at the meeting and carried unanimously to thank Jen Guerin for all the work that she does in connection with the garden maintenance on the estate.

The meeting closed at 8.30pm

Signed:

Peter Van Duzer
Chairman