

# Manor Farm (Seer Green) Management Company Limited

Registered in England No. 1249156

## Registered Office:

1 Coat Wicks · Seer Green Beaconsfield · Buckinghamshire HP9 2YR  
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Minutes from MFCo Directors' meeting at 10.00am on Thursday 27th August 2020 as follows:

Present at the meeting: Tony Brewis (TB), Jen Guerin (JG) Colin Campbell (CC), Janet Stewart (JS).

1. Review of Minutes of the last meeting agreed. Matters arising:  
TB reported 27 votes received to date in favour of re-appointing the current Directors.  
CC requested an amended letter to the 6 shareholders who do not have email so they can be hand delivered.  
CC has forwarded the 2019/2020 accounts to Knight&Co accountants who will convert to Micro-entity accounting standard and file at Companies House.
2. Review of Roles and Responsibilities:  
TB provided a list of Roles and Responsibilities. JS agreed to take over the administrative duties of the Company. JS and Paul Stewart were duly approved as the Administrative team support by the Board. Paul to be requested to review the Company website and update where necessary. JS volunteered to review the Manorism newsletter with a view to making it a more vibrant, punchy and interesting read. CC will send relevant documents including last edition of Manorism and Shareholders Contact list to JS/PS.
3. Review of Deed of Undertaking:  
TB supplied a document outlining the issues currently faced with breaches to the covenants covered by the Deed of Undertaking signed by all Shareholders. It was agreed to hold a separate Directors and Administrative team meeting on September 22, 2020 to discuss the way forward.
4. Benches on the Main Green:  
TB produced examples of benches to replace the old and dilapidated benches which have now been removed. The Board approved the purchase of two Cambridge teak 4 seater benches at a cost of £439 each including the fitting kit. This is within the budget. CC will send a copy of the budget to JS/PS.
5. Any Other Business:  
The Woodleys had complained to TB concerning a leak from their water stopcock. It was agreed this was an Affinity Water issue. TB mentioned a Water rebate from Affinity is available where rainwater is recovered and returned to Affinity through soakaways. A paragraph in Manorism would be useful to inform shareholders. Woodland Trust boundary issues and access through a new entrance were discussed. A meeting with the Parish Council and /or Woodland would be useful. A request to create two additional parking spaces of land in Coat Wicks was discussed. There was no enthusiasm from the Directors to create extra parking. (In fact, Darren Yates and CC met with and turned down 16 Wood Pond - Mark Dandeker's request to put matting on his front lawn to create a parking space).
6. Walkabout:  
JG led a walkabout of the estate with TB and CC. A number of tree and bushes maintenance requirements were noted. It is likely that we will not have the funds to finance all of the remedial work required. It was decided to prioritise safety issues with the two trees opposite 9/11 Barrards Way of the BW/SL green a safety concern due to their instability. There are also three silver birches on that green that require attention if and when funds are available.

The meeting closed at 12.20pm following the walkabout.