

Manor Farm (Seer Green) Management Company Limited

Registered in England No. 1249156

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Minutes of the Annual General Meeting

5th July 2023

Commencing at:	7.30pm
Venue:	Baptist Church (Lounge), Seer Green
Directors present:	Tony Brewis (TB), Colin Campbell (CC), Jen Guerin (JG) (3)
Shareholders present:	Christopher Dean, Pat Ricketts, Penny Brooks, Carole Tebb (Hughes), Janet Beal, Monica Dunglinson, Joan Cater, Mary Oswald, David Oswald, Monica Sado, Paul Stewart, Janet Stewart, Linda Gladwin, Barry Richardson, Jenny Owen (15)
Apologies:	None received

1. Quorum – It was noted that a quorum was present. The meeting opened at 7:30pm.

2. Chairman – Tony Brewis acted as Chairman of the meeting.

3. Directors' Report and Accounts – Colin Campbell reported on the accounts a copy of which was available to all attendees.

Income comes from subscription and moving fees.

Thanks for prompt payments. Fee increased for first time in 25 years, healthy balance now.

Some project work has not been completed this year, there will be a longer list next year.

We have negotiated with the contractors to a 3% increase this year, this will probably be more next year.

The accounts were accepted by the meeting.

4. Management of the Estate – Jen Guerin

The estate is very mature, trees and shrubs are now too big. Cutting back is the biggest job, it's a fine balance between maintain the appearance and the necessity. Take Oaklands advice. Monica Sado suggested an article in the next newsletter telling residents about the maintenance plan for trees.

To oak tree from the nature reserve. The nature reserve won't cut it back. We will leave it for another few months and see if it recovers.

Tony suggested alerting residents alerting them to works and explaining why they're being done.

Fineland give a report every year on every tree.

Overhanging trees/hedges in resident's gardens can not be Management Company's responsibility.

Weed spraying has been successful in the past – not Company's responsibility but will be done if absolutely necessary.

5. Re-election of Directors – Tony, Colin and Jen offered themselves up as directors for another year. These were all proposed, seconded and duly elected.

Thanks again to Jen Guerin for her long service.

Official quorum for the Manor Farm Committee is 3 directors. If any of the current directors retire, then the estate management will be in trouble.

Looking for additional people to stand next year.

Jenny Owen suggested that we encourage new residents to attend their 1st AGM to see what the Committee do as we need younger people on board.

Janet Stewart reminded everyone that all Committee are volunteers for no financial remuneration.

6. Finance Assistant - Colin has requested some help with data processing – Janet Beal (Brewis) has offered to help. There will be no conflict of interest.

7. Company charges for the year to 31st March 2025 – No need to increase the charge

8. Thanks to Janet and Paul Stewart – Tony thanked Janet and Paul who have been assisting with the administration for the last 4 years.

Since their input, they have relaunched Manorism and built a new website. Both of these are huge improvements. The Manorism newsletter is now going out on a Mail Chimp so it is important that all email addresses are kept up to date.

Janet asked for ideas of articles to be included in future newsletters or anything that should be included on the website.

9. Email addresses - Email addresses need to be up to date – 90% of residents are contactable by email.

There is a growing problem that there are many more tenants on the estate – sometimes the owners have to be contacted to take responsibility.

Any Other Business – Tony requested that any hard standing problems be reported to the Committee immediately for it to be rectified.

Jenny Owen asked if we could increase property transfer – Colin reported that there is no need at the moment.

Carol Hughes wanted to know if the speed limit could be reduced to 20mph. This is not something the committee can do but as Tony is on the Parish Council, he will take it up with them. Similarly Monica Sado's concern about e-scooters can not be dealt with by the company.

Reminders will be included in next newsletter that the by laws state that the greens are not to be used for hard ball games/cycling.

Door knocking should be reported to Community police

Any potholes should be referred to Fix My Street.

The meeting closed at 8.05pm.

Janet Stewart

MFCO Admin

(approved by the Board)