HEATHFIELDS RESIDENTS ASSOCIATION LIMITED

Minutes of the 2015 Annual General Meeting held at The Thriplow Village Hall on Friday 25th September 2015 at 20.00 pm

Present:

Debra Ashard, Zoe Ashard, Martyn Corbet, Geoff Creek, Fennella Dansie, Dansie, Lynn Driscoll, Austin Flynn, Bob Hale, Heather Bell, William Meadows, Darren Mullett, Arek Oleksy, Tim Spicer

Austin Flynn held proxies for Martyn Corbet and Paul Driscoll

Introduction and Welcome

Tim Spicer welcomed those attending the meeting.

Chairman of the Meeting

Tim Spicer took the chair for the meeting. He explained that for the meeting had the benefit of a presentation. This had been prepared by Darren Mullett.

Apologies for Absence

Sarah Bellabarba and Martin Johnston

15.1 Minutes of the AGM held on the 25th September 2014

Martyn Corbet confirmed that the minutes of the previous meeting had been distributed to all shareholders in advance of the meeting. He apologised to Debra Ashard for the mis-spelling of her name in the minutes.

There were no comments in relation to the minutes. It was proposed by Austin Flynn and seconded by Debra Ashard that the minutes be accepted. This was agreed.

15.2 The report of the Directors and the Auditors and the audited accounts for the year ended September 2014

Martyn Corbet confirmed that copies of the report of the directors and the audited accounts of the Company for the year ended 30th September 2014 had been distributed to the shareholders. A copy of these was available to the meeting.

Tim Spicer went through the report of the directors and the audited accounts of the Company and invited questions on their contents. There were no comments.

Heather Bell proposed that the report of the directors and the accounts for the year ended 30th September 2014 be accepted. This was seconded by Fennella Dansie and duly accepted by the meeting.

15.3 Election of Directors

Matryn Corbet explained that Sarah Bellabarba had resigned as a director. This is due to her husband re-locating his employment in the North-east.

One retiring Director Lynn Driscoll was unanimously re-elected.

Martyn Corbet confirmed that he has received no nominations in respect of the vacancies for directors. No one from the floor of the meeting wished to stand.

Martyn Corbet announced that he is not continuing as Company Secretary. Martin Johnston has agreed to take over that role.

15.4 Update on recovery of arrears of service charges

Tim Spicer said that the debt collection agency used by the Company is not brilliant but it has recovered some money. The limit for recovery of arrears was previously £400. This has now been dropped to £200.
The original target for debt recovery was £6,000. The total recovered so far is £3,100. The amount now owing is £9,878.16. Martyn Corbet expressed some doubts about the accuracy of the list. It will need to be investigated. Heather Bell enquired about how the debt collection service is paid for. Tim Spicer explained that a one-off fee of £350. Is paid and that any specific debt collection charges are charged to the relevant debtor. It was agreed that there needs to be an investigation to determine whether a more efficient service is available. Tim Spicer said that the present service provider CDI was effective for his business but not so effective for the Company. Arek Oleksy asked about the debts themselves and how they were increed. Tim Spicer said that originally some shareholders refused to pay because of the previous state of the roads. Others just attempted to ignore their obligations. Darren Mullett confirmed that someone needs to be employed to recover the debts. The money is essential to the Company. More information will be available for a decision at the next AGM.
Bob Hale asked about the adoption of the roads by CCC. Heather Bell said that the roads do not meet CCC adoption standards. Various people have looked into the adoption issue and the roads appear to be the exception to CCC adoption rules. The sub-structure of the roads is sound.

15.5 Report on work done and discussions on future work to be done on the estate and its infrastructure. How is it to be financed? Discussion on dealing with items left on areas belonging to the Company and the removal of abandoned cars

Darren Mullett took over from Tim Spicer at this point in the meeting. He referred to the Business Plan forming part of his presentation. A copy of which is attached. It was planned to spend £19,000 on estate improvements by the end of 2015. The amount actually spent is now some £12,000. The main reason for this is that the budget for the playground improvements was £10,000. Only £1,000 has been spent so far. The budget for the improvement of the pathways was £4,000 but so far £10,000 has been spent. Darren Mullett then referred to his Accounts Sheet a copy of which is attached. He said that there is an average spend. There will be additional expenditure next year. It was agreed that the Service Charge will remain the same but may have to be reviewed sometime in the future.
Darren Mullett then referred to his Path Matrix. He explained the paths had been listed in this and the risk they presented identified and categorised. Categorisation was intended to show the paths which required money to be spent on them. Paths A and D had been done in 2014. A requires further work because it is not wide enough to allow the smooth passage of buggies to the playground. Path S has been done. Path C has been done. This is some 55 linear metres long. The directors have started to look at the Medium Risk Paths. This includes path P at Whitehall Gardens.
It was confirmed that the money allocated to the paths for the next 5 years had been spent in 2. All the high risk paths have been dealt with. One of the Medium Risk Paths (path B) where there is a small step which is potential risk needs to be improved. This will depend upon the monies available in 2016.

15.6 Plans for improvement of the playground and for the Open Space at Pepperslade

Darren Mullett stated that the plan is to improve the playground for the benefit of children under 8. It will become more of a Community Area. A final design has been agreed. He went through the copy of the design on his presentation and explained it. The cost of the safety matting is the same as the cost of the budget for the equipment. The total cost of the project is not within the means for the Company. The estimate is approximately £18,000 plus VAT. A lot of work has already been done on one side of the project. The biggest cost so far will be the specialist "logs" which are required together with the bolts and the concrete. It is intended to apply for grants. A copy of the working plan is in place at the playground for those who wish to view it. Any volunteers to help are welcome. The advent of winter limits the work which can be done.
The Ball Shot is being repaired. Darren got a price to make the gates neeed. Wicksteed quoted £2000. A person whith the necessary skills on the estate has offered to do the job for £650. Martin Johnston is looking into signage for the project. This is needed to ensure safe behaviour on the playground.

There are tyres on the playground at present which are intended to be used in the project. Children are presently having great fun playing with these.
Quotes have been obtained from Wicksteed and Playdale Playgrounds both of whom are well-known providers of playground equipment. Wicksteed provided the existing equipment. Its quality is apparent. It grants are applied for then provision has to be made for disabilities. Playdale provide the necessary equipment. The biggest cost would be a Roundabout.
Dareen mentioned the Working Day which took place some 6 weeks ago. This was a great success. The Ball Shoot was moved with great difficulty. A big "Thank You" is owed to all those who helped. It was a community effort. Heather Bell suggested obtaining sponsorship for companies who have local bases such as Ridgeons and Volvo. Darren referred to help from several parish councils.
Debra Arshad referred to the fact that when the playground previously had work done to it a charity called SCAMP had been set up. Whether this still exists need to investigated. A charity would be an effective way of assisting in obtaining grants and cutting costs.
Fennella Dansie referred to the fact that SCDC's bin men have refused to empty the bin on the playground because it did not carry the council's logo. Tim will assist with this. Fennella Dansie said she would happily wheel the bin down so it could be emptied.

15.7 <u>Application to utilise land behind 36 Whitehall Gardens</u>

Darren produced pictures of the area on his presentation. It was noted that there are still items on the land which make it unsightly. Martyn Corbet explained that he had included this agenda because he made a commitment to Sabrina Melvin at the last AGM to do so. She was not present at this meeting. Consequently the item was not discussed.
Bob Hale mentioned rubbish which has accumulated between the tree behind his property and his fence. It was agreed that this needs to be cleared. Tim Spicer said that there would be another Clear Up Day as soon as possible.

15.8 <u>Any Other Business</u>

It was agreed that the website needs to be updated. Martyn Corbet explained that it is very difficult to keep in contact with residents because there is no formal email list. Heather Bell said she had not received an agenda for this meeting. She had however received the correction slip! Lynn Driscoll is preparing a starter pack for new residents. She had tried to obtain a copy of the one used in Thriplow but had experienced difficult in obtaining this from Nick Wittering.

There was no other business.

The chairman thanked everyone for attending.

The meeting closed at 20.55 pm.

Signed …………………………………………….
Chairman

Dated ………………………………………………