

Chorltonville Owners' Annual General Meeting 2020

To: All Chorltonville Residents & Owners

8th March 2020

Your attendance is requested at the ninety ninth Chorltonville Owners' Annual General Meeting which will be held at Brookburn School, Brookburn Road at 2pm, Sunday 29th March 2020.

Refreshments will be available beforehand, thanks to Chorltonville Gardening Club.

Agenda

1. Apologies for absence.
2. Review minutes of the 2019 Annual General Meeting.
3. Matters Arising.
4. Chair's Report.
5. Annual Statement of Account and Treasurer's Report.
6. Budget Proposal and setting of the annual Levy for the current year.
7. Elections to the Committee. Nominations for new Members should ideally be made to the secretary at least two weeks prior to the meeting.

The Committee currently comprises:

Ian Violet (Chair); Maggie Chamberlain (Treasurer); Blake Dobson (Secretary); Shirley Quinn (Roads/footpaths); Jennie Bateson (Verges); Rachel Gutteridge (Verges); Kit Knowles (Trees); Xanthoula Maitou (Communications & planting); Sasha Williamson (Planning applications); Geoff Warburton (Website).

The following committee members retire by rotation after three years and have indicated that they will stand for re-election:

- Xanthoula Maitou

The following committee members retire and are not standing for re-election:

- Rachel Gutteridge

8. Appointment of Honorary Auditor.
9. Motions including a Committee motion to transfer banking arrangements f
10. Any other business.

Please note: Any house owner wishing to submit an additional motion for the AGM must give the Secretary at least two weeks' notice. Any such submissions should therefore be made by 15th March 2020 to:

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- info@chorltonville.org, or
- Blake Dobson, 14 South Meade.

House owners can also send apologies for absence to either address if they wish.

Minutes of the Chorltonville Owners' Annual General Meeting held on Sunday 24th February 2019 at Brookburn School

Present: Pranab Bhadra, Sownak Roy, Ann Mackay, Hamish Mackay, Mark Chamberlain, Gay Barker, Camilla Gueseca, Lynn Norbury, Sue Glenn, John Clarke, Caroline Birch, Isabel Wright, Alice Barnes, Teresa Harlow, Jean Sharpe, Steve Traynor, Sonja Traynor, Derrick Latchford, Mike Gavin, Ros Pilkington, Andrew Tully, Anna Violet, Derek Carline, Laura Hopkins, Matt Cunliffe, Liz Purcell, Jenny Osborne

Committee: Ian Violet (Chair), Maggie Chamberlain (Treasurer), Blake Dobson (Secretary), Shirley Quinn (Roads and Footpaths), Kit Knowles (Trees), Xanthoula Maitou (Newsletter), Geoff Warburton (Website), Jenny Bateson (Verges), Rachel Gutteridge (Verges); Sasha Williamson (Planning Applications)

Minutes

- 1. Apologies for absence** were received from: Pip and Peter Ives, Jens and Tania Hettel, Mark Dooris and Paul Selway, Lucy Mitchell and Steve Keeney, Lynda and Ray Wynn, Alexis Mackenzie and Jeff Brider, Alan Tomlinson, Steve Clarke; Maggie McKay; Katherine Warburton, Debbie Lucas and Graham Hobbs, Sue Cockerill; Colin Wright, Dave Pilkington, Mick Quinn, Hamish Beck, Jonathon and Ariella Green.
- 2. Minutes of the ninety-seventh AGM** held on Sunday 25th February 2018. The minutes were proposed as a correct record by Hamish McKay and accepted unanimously.
- 3. Matters arising from the ninety-seventh AGM.**
 - Verge end of Claude Rd; footway widened and resurfaced resulting in improved drainage, view from the meeting that installation of setts has improved walking on this surface;
 - School traffic; PTA funded some signage last year, parking feels slightly less difficult at the moment, school teachers are now posted at the gate every morning;
 - Vehicle damage to The Meade; feedback from Dominic Stanger from conversations with The Meade residents last year – main feedback was suggestion for installing setts around the edge of The Meade, however owners felt that The Meade is a Ville amenity so cost should be borne by Ville funds; Cost in July 2014 for installation was estimated at £26k plus; discussion on legal position – owners consent required for any works; the meeting was not in unanimous agreement that setts are the answer, or about how the cost is borne; suggestion from the meeting that we ask householders to request smaller contractors vehicles; suggestion from the meeting that we only repair The Meade once a year – this more or less reflects current practice; no unanimous view from the meeting on resolution of this longstanding issue.
 - Bulb planting – activity is ongoing now to identify areas requiring planting; Gardening Club is taking control, more volunteers welcome; suggestion that we concentrate planting in specific areas rather than across every verge was felt to be a good idea;
- 4. Chair's report.** Ian Violet summarised his written report contained within the papers for today's meeting. Specifically the following issues were discussed:

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- a. *leaf collecting; discussion on asking residents to sweep their own leaves; not unanimous support for this, suggestion made that we keep the contractor sweep and residents be encouraged to help out. Suggestion from the meeting that asking residents to help should be raised as an issue now and throughout the year was felt to be useful.*
- b. *gullies; various have been repaired in 2018. 20/22 & 24 MB reported by householder as blocked. Also 2 WM reported. Committee will investigate these 3 gullies.*

The report was proposed by Ian Violet and seconded by Derek Latchford. Unanimous vote to accept the Chairs report.

5. **Treasurer's report.** *Maggie Chamberlain summarised the statement of accounts and her report contained within the papers for today's meeting, including closure of 1 account and research ongoing to look at new account(s) and methods / timing of payments. All levies were successfully collected during 2018. Maggie also formally thanked Karen Zelin who has yet again acted as our Honorary Auditor. There was unanimous vote to accept the report. Discussion on building the contingency fund deliberately to cover one-off large costs eg The Meade – concerns expressed re people moving in / out and bearing this load disproportionately. Discussion on taking preventative approach through surveys etc which will take advantage of increased contingency. The report was proposed by Ann McKay and seconded by Ian Violet and unanimously accepted by the meeting.*
6. **Budget Proposal and annual Levy.** *Proposal flowing from above discussion re building contingency for £215 by Sue Glenn, seconded by Pranab Bhadra. This was rejected by a vote of 8 for and 20 against. The recommendation to the AGM was for a levy of £210, an increase of £5 on the 2018 levy. The levy was proposed by Dominic Stanger, seconded by Ian Violet and agreed by a large majority but not unanimously.*
7. **Elections to the committee.** *Maggie Chamberlain, Shirley Quinn and Geoff Warburton were all proposed for re-election and unanimously re-elected. Kit Knowles and Jennie Bateson have volunteered to join the Committee and were elected by unanimous vote. Dominic Stanger has decided to retire. Ian Violet recorded formal thanks for Dominic's many years of valuable and greatly appreciated Committee work.*
8. **Honorary Auditor.** *Karen Zelin was proposed as the Hon. Auditor by Maggie Chamberlain, seconded by Ian Violet and unanimously accepted.*
9. **Motion** – *proposed change to the Amenities of Chorltonville Rules and Regulations (as previously revised at AGMs in 1974, 1996, 1997 and 2000) to enable the AGM to be held in March was unanimously accepted.*
10. **AOB.**
 - a. *Some concerns expressed re young people coming onto The Meade with poor behaviour. Discussion also re crowds at Football Club bonfire. Both issues are accepted as being of significant concern, but were felt to be outside Committee remit.*
 - b. *Local burglaries have also taken place recently; discussion on Neighbourhood Watch co-ordinators, Shirley Quinn has details of all NW co-ordinators.*
 - c. *Lynn Norbury proposed vote of thanks to Committee.*

Ian Violet closed the meeting at 3.15pm, along with a vote of thanks to the Chorltonville Gardening Club who provided refreshments before we started.

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Item 4 - Chair's Report

I thank the volunteer members of the Committee for all they have done "with a view to preserving the amenities of Chorltonville" in 2019.

Steady progress has been made on a number of fronts. The roads stood up well over the 2018-19 winter and no major length of re-surfacing was undertaken in 2019. The usual patching work was done. The main concentration of the work was on improving pavements.

The verges have been maintained and edged. Thanks to a major volunteering effort, more bulbs have been planted throughout the estate. A programme of works to try to preserve the tree on The Meade is under way.

Gullies remain one of the Committee's preoccupations. I know that some residents have to put up with gullies outside their houses which take a long time to drain after heavy rain. In 2019, we commissioned clearance and gully replacement work around the estate and we began a systematic survey of our 187 gullies to inform future work.

Finally, I repeat my annual request to notify your email addresses to: info@chorltonville.org.uk

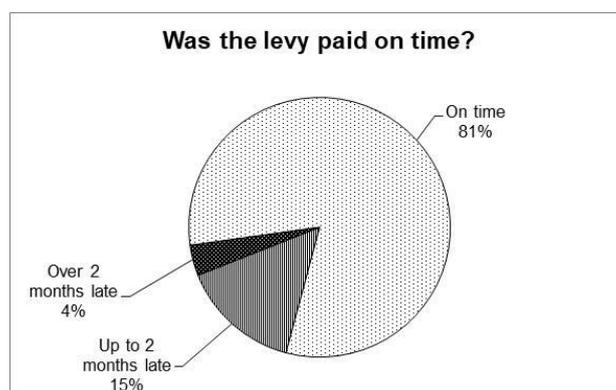
If you have "unsubscribed" for reasons other than moving house, please re-subscribe or let us know why you felt you had to withdraw your email address. It helps us conduct our business more efficiently if we can contact householders by email, and lets us notify issues of widespread importance – leaf sweeping, newsletter etc.

Treasurer's Report

This report comments on the Annual Statement of Accounts below for the year ended 31 December 2019.

Income

The £210 levy for 2019 provided a total income of £56,000, which was all collected during the course of the year. Around 80% of residents pay the levy on time – thank you for that. The remaining 20% cause the Committee considerable effort in chasing payments - last year it took us until late July.



Can we ask all residents please to pay on schedule. The easiest way to do this is to pay by direct debit. Around 40% of residents use direct debits, 28% pay online, and the remainder by cheque. Paying by cheque or cash involves more time to process. We will send out direct debit forms with the levy notices after this AGM, and encourage you to use this service.

Expenditure

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The costs of the various elements of maintenance in the Ville are shown in the accounts below. A significant proportion of budgets allocated is contingent on issues arising, and in 2019 we did not spend up to budget in many areas. As a result, the contingency at year end stands at £39,217 – significantly higher than the £30,000 contingency level which we consider appropriate.

Budget for 2020

We aim to correct the contingency level in 2020. A proposed budget is shown below, alongside the audited annual statement of accounts for 2019. Expenditure is based on budgeted spend for previous years, with some significant amendments:

- £1,000 extra to fund clearing moss from pavements (under verge maintenance).
- Around £3,000 extra to fund planned gully repairs.
- £3,000 reduction in road repairs to return to a £25,000 budget used in previous years.
- £260 extra for online services (secure cloud document storage and bookkeeping).

We propose a levy of £215 (as shown in the proposed budget below for illustrative purposes), an increase of £5 on last year. Setting this levy will create an overall deficit for the year of £7,636, bringing the contingency fund level down to £31,582 – roughly the level we want. Chorltonville owners set the levy at our AGM, and the Committee encourages as many house owners as possible to attend the AGM and participate in this.

We are planning to move our current and savings accounts, to improve the service and interest rates we receive. This also will take advantage of a Government initiative to reduce RBS's market share. We were offered a list of four banks to choose from; the current preferred candidate is Metro Bank, subject to further checks. Assuming that we proceed with this choice, Chorltonville will receive a payment of £1,000 from the scheme, which will be welcome.

Finally, I would like to thank Karen Zelin for acting as Honorary Auditor for the annual accounts, which saves us from paying an accountant's fee.

Item 6 - Budget proposal and setting of the levy

Budget Proposal and setting of the annual levy for the current year.

Item 7 - Elections to the Committee

Xanthoula Maitou has offered to stand again for re – election.

Item 8 - Appointment of Hon Auditor

The meeting will need to appoint an auditor for 2020.

Item 9 - Any Motion(s) as notified to the Secretary

It is resolved to close the Committee's accounts with Royal Bank of Scotland & Scottish Widows at a time considered advantageous by the Committee, and to transfer the funds therein to accounts with such other banks (having the Financial Services Compensation Scheme guarantee) as the Committee shall decide.

Proposed by the Committee

A full set of Chorltonville rules is available for reference at www.chorltonville.org

Item 10 - Any other business

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Chorltonville Owners' Committee : annual accounts

	2019 (Year ended 31/12/2019))	2018 (Year ended 31/12/2018)	2020 <i>Proposed</i> Budget £215
Actual/proposed levy:	£210	£205	
Income			
Levy from domestic properties	£54,915	£53,608	£56,223
Brookburn School levy	£420	£410	£430
Meade manor levy	£630	£615	£645
Unpaid at accounts date	£0	£0	£0
<i>Total levy income</i>	£55,965	£54,633	£57,298
Compensation			£0
Income from filming	£0	£0	£0
Bank interest receivable	£80	£32	£127
Total income	£56,045	£54,665	£57,424
Expenses			
Estate maintenance	-£1,040	-£750	-£1,000
Tree maintenance, purchase and survey	-£1,660	-£1,776	-£3,000
Verges mowing and maintenance	-£11,410	-£10,335	-£13,000
Leaf clearance	-£1,770	-£4,122	-£1,800
Gully cleansing, repair and replacement	-£16,157	-£4,594	-£19,000
Road and path repair	-£28,094	-£22,862	-£25,000
Insurance	-£2,133	-£1,051	-£1,100
Legal costs	£0	£0	£0
AGM costs (copying)	-£112	-£89	-£110
Bank charges	-£143	-£104	-£150
Publicity	£0	£0	£0
Online services	-£54	-£54	-£300
Stamps/stationery	£0	-£19	£0
Meade and verge protection	£0	£0	£0
Bulb planting and remedial works	-£559	£0	-£600
Emergency works	£0	£0	£0
Total expenses	-£63,133	-£45,755	-£65,060
Surplus / (deficit) for the period	-£7,088	£8,910	-£7,636
Funds:			
Contingency Fund at start of year *	£46,305	£34,365	£39,217
Surplus/(deficit) for year	-£7,088	£8,910	-£7,636
Total Chorltonville funds at end of year	£39,217	£43,275	£31,582

* Adjustment to 2019 start of year figure to cover early 2019 transactions appearing in 2018 accounts