

Chorltonville Owners' Annual General Meeting 2011

To: All Residents/Owners

January 2011

Your attendance is requested at the ninetieth

**Chorltonville Owners' Annual General Meeting
To be held at Brookburn School, Brookburn Road
At 2pm, Sunday 27th February 2011**

1. Agenda

1. Apologies for absence
2. Review minutes of the eighty-ninth AGM in 2010.
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 should be made to the secretary at least two weeks prior to the meeting. The following committee members retire by rotation after three years but are eligible for re-election:
 - Derrick Latchford
 - Lynn Norbury
8. Appointment of Honorary Auditor

Please note: Any house owner wishing to submit a motion for the AGM must give the Secretary at least two week's notice. Any such submissions and nominations for the Committee should be made to Isabel Wright, 55 South Drive, before Sunday 13th February 2011.

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2. 2010 AGM minutes

Minutes of the Chorltonville Owners' Annual General Meeting held on Sunday 21st February 2010 at Brookburn School.

Present

Committee: Mark Chamberlain (Chair), Elizabeth Whiteley (Honorary Treasurer), Isabel Wright (Secretary), Ursula Iredale, Derrick Latchford, Lynn Norbury, Shirley Quinn, Ian Violet, George Yeadon, Colin Wright

Homeowners: Frank and Evelyn Neal, Maggie Mackay, Reg Towler, Jean Sharp, Alice Barnes, Ann & Bernard Lawson, Jac Murray, Jackie McKinley, Matt Cunnillife, Ann & Hamish Mackay, Colin Macfarlane, Paula Turner

Minutes

1. Apologies for absence were received from Mick Quinn, Barbara Yeadon, Mrs P. Andrews, Derek Carline.

2. Report by Sergeant Tim Cuff from Chorlton police station.

Sergeant Tim Cuff reported on policing in Chorlton, and recent crimes in the area. He assured everyone that although there have been some incidents, there was not a high level of crime in Chorltonville. Homeowners were reminded to take preventative measures against break-ins and car related crimes.

3. Minutes of the eighty-eighth AGM held on Sunday 22nd February 2009. The minutes were proposed as a correct record by Derrick Latchford, seconded by Shirley Quinn and accepted unanimously.

4. Matters Arising

There were no matters arising.

5. Chair's report

A chair's report prepared by Mark Chamberlain has been circulated to all owners.

Lampposts and signs: one road sign had been stolen which cost £250.00 to replace. All homeowners were urged to look out for damage to these. Gullies are particularly expensive to repair; two were done during the year.

The annual tree inspection was undertaken with the City Council Arboriculturalist to agree work. A grant of £3,000.00 was received from the City Council towards a tree audit; thanks were given to George Yeadon our tree specialist for obtaining this.

There is an ongoing battle to attempt to prevent damage to the verges. Large lorries regularly damage verges on tight corners, but residents can help by not parking opposite these spots. Road sweeping was carried out by the council on the first Friday of each month and we pay for some of the leaf sweeping and clearance in the autumn.

A newsletter was produced in the year, and the website is constantly being updated.

Feedback on the Centenary Fund: the most popular suggestion was planting of spring bulbs. This will be discussed as a separate item.

A successful street party was held on the Rotunda in September. A formal agreement was set up for the party held the previous year which we were able to use for this party and future events.

There are currently eleven members on the committee and several other residents give their help also. The chair thanked the committee for all their help and hard work.

6. Treasurer's report

All levies have been collected. In addition £200.00 was obtained for filming in the 'Ville. Bank interest is a fraction of what it used to be.

One extra gully was done, using up small amounts left over from other budgets at the end of the financial year.

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7. Levy

The recommendation to the AGM was for a levy of £160.00. Proposed by Ann Mackay, seconded by Evelyn Neal, accepted unanimously.

8. Elections to the committee

Maggie Chamberlain and Shirley Quinn were proposed by Lynn Norbury, seconded by Elizabeth Whiteley and accepted unanimously.

9. Appointment of Honorary Auditor

Karen Zelin was proposed as the Hon. Auditor by Mark Chamberlain, seconded by Jac Murray and unanimously accepted.

10. Centenary Fund

Spring bulbs being the most popular option from the survey carried out. The Gardening Club have shown an interest in helping with bulb planting, which will take place in the autumn. All volunteers are welcome to help plant.

The gardening club are happy to help with front gardens for those residents who may be struggling with maintaining their gardens because of disability, or advancing years. The club also suggested planting vegetables in front gardens as a part of "Greening the Ville". Leaf sweepings can be collected from the end of Brookburn Road, where these have been tipped for over twenty years.

11. A.O.B.

A new Homewatch scheme has been set up on Meadow Bank. It was suggested that other residents form Homewatch schemes. Residents were reminded that there are Homewatch signs on the two large Chorltonville signs at the entrance to the Ville.

There being no other business the meeting closed, and everyone was thanked for attending.

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3. Chair's Report

To all Owners

January 2011.

This report is intended for all Chorltonville residents, to enable them to understand how their levy is allocated to fund maintenance of the estate under the management of the Owners' Committee.

The brief of the Chorltonville Owners' Committee is to preserve the public amenities of Chorltonville. The word "preserve" highlights the focus of our work: we primarily maintain existing physical amenities, and make minor enhancements such as the centenary bulb planting. The Committee has no remit to involve itself in planning, development or community issues, except where we consider that these will impact the estate's amenities.

In the past year we have managed the estate by the following activities:

1.1. Roads and Footpaths

This year, after consultation with our contractors, we decided to resurface four stretches of road. These were the three worst bits of Claude Road and the opening of Meadow Bank onto West Meade nearest Brookburn Road. The rest of the budget was spent on footpath repairs and road patches.

As usual the cost of this maintenance work had gone up in line with the rise in inflation. The total spent on road and footpath repairs this year was £19,218 plus £2,511 spent on the cobbling of corners on East Meade.

1.2. Lighting and Signs

This year we have some problems with graffiti and stickers defacing both lighting columns and signs. If you notice either and are unable to remove the offending item yourself please contact a member of the committee or the council. The sooner things are removed the fewer instances we get - it is important not to leave graffiti as it attracts more. The council have a graffiti removing team and they will remove it regardless of whether it's on private or public property. They have removed a lot for us this year. Please ring 954 9000.

Ongoing maintenance of the black paint and gold Chorltonville logos continues.

If anyone notices a lamppost or road sign that has been damaged or needs cleaning, painting or a new sticker please let someone in the committee know.

If there are any problems with the streetlights themselves please report to the City Council on 954 9000.

1.3. Gullies

The Committee is responsible for the upkeep of 187 gullies. Manchester City Council Highway Services completed the cyclic cleanse in December 2010.

As the cost of repairing gullies is unpredictable, this cannot be ascertained until the extent of the blockage or damage is revealed during excavation. This year's programme of repair works included three gullies: 12 South Gate, 1-3 South Meade and 20 South Drive. The gullies were full of tree roots and needed to be excavated and replaced and the total cost was £6472.

In 2011 work to upkeep the gullies will continue. Given the cost of repair this is likely once again to result in only a few gullies being targeted for major remedial work. The schedule of repairs will be based on the report prepared by the City Council and the repair of significant problems as they occur.

1.4. Trees

It has been a quiet year with no emergencies. The autumn pruning programme was for 68 of the 355 trees and finished by Christmas. One dead thorn tree was replaced in the Thorns.

A safety inspection of the tree stock will be carried out during the summer of 2011.

In May, a resident planted a horse chestnut sapling in a verge of The Thorns. This tree was unsuitable for the location as it can grow to around 35 metres tall. The sapling was transplanted to a wild area outside Chorltonville where it has since established itself. While we appreciate the good intentions behind the planting, can we remind residents that tree planting in public areas should only be carried out

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under Committee management. The Committee has prepared a strategy to ensure attractive tree cover while minimising impact to neighbouring properties and vehicle access.

Owners and residents are reminded that we only carry out routine work once a year after an inspection in August and subsequent planning consent of the City Council. Any requests for tree work received during the year (other than emergencies) are included in the following August inspection. To respond to individual requests would involve extra planning applications and considerable extra cost not included in the budget.

1.5. Leaf sweeping.

This operation has been dictated largely by the weather conditions, and some help in road sweeping by the City Council which is acknowledged with thanks. In spite of the adverse conditions it was possible to remove most of the leaves by mid December and the footpaths were finally cleared in January 2011.

Some residents help by clearing the leaves in front of their houses and using the green bins for disposal, and this is also acknowledged with thanks. It would help enormously if this could be extended, a possible chance for growing younger members of the household to contribute, perhaps?

1.6. Verges and open spaces

In March 2010 hand edging of the verges on Claude Rd, Brookburn Rd, West Meade and The Willows was carried out. This is continuing work to carry out hand edging of a portion of the verges on the Ville each year to help maintain an improved appearance. Another section of hand edging will be carried out in spring 2011.

Damage to verges with ruts made by vehicles has continued to be a problem. We once again request that parking of vehicles on kerbs and verges should be avoided to prevent damage and the possible costs of repairs, especially now that spring bulbs have been planted in the verges. Could you advise tradesmen and visitors to your property accordingly.

Sections of the corner verges at the East Meade end of The Thorns and Southgate have been changed to cobbles as these areas were prone to damage from vehicles cutting across the corners.

1.7. Publicity

We put out one newsletter last year and updated the web site. Ideas and contributions for both are always welcome.

1.8. Centenary Fund

Bulbs have been planted in the Meade, the Rotunda and verges throughout the Ville to mark the Ville's centenary in 2011 and there should be a colourful display from these bulbs in the early spring of 2011.

1.9. Trustees

We have successfully built up the Board of Trustees of the Chorltonville estate, so that it now stands at four members. I would like to thank the trustees for their continuing role in protecting our estate.

1.10. Football ground development

In June the Owners' Committee made an exceptional decision to submit an objection against a planning application for development of floodlights at the football ground off Brookburn Rd. We discussed the issue at some length and the overall feeling was that the development is likely to harm the estate: primarily Brookburn Rd, but with residual effect on surrounding roads. The objection was on the grounds of a resulting increase in traffic leading to extra wear and tear on roads, kerbstones and verges, and increased littering.

Following the granting of planning permission by Manchester City Council, the Owners' Committee has initiated discussions with the football club to ensure that any road works associated with laying power cables along Brookburn Rd are carried out with minimal impact to residents and other road users. This process is continuing.

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1.11. The Committee

The Committee currently has 11 members. There are three formal roles, Chair, Treasurer and Secretary. Other members generally specialise in an area of estate management, based on their qualifications, experience and aptitude. Several other residents, while not on the committee, do invaluable work in keeping the estate in order. We meet monthly (with a break in August) to review and approve work. The monthly meeting represents only a small portion of the work which is carried out by committee members throughout the year.

To function effectively Chorltonville needs accountancy, journalistic, secretarial, highway maintenance, landscape, arboricultural, planning, legal insurance and negotiating skills. Some of these are held by the committee members, some provided free by Chorltonville residents but others have to be bought in, using funds from the levy. The more Chorltonville residents who can offer their skills, the more we all benefit financially. Therefore anyone who considers they can help in any way would be most welcome either formally on the committee or as a specialist helper.

Committee members and helpers are all volunteers and receive no remuneration for the work we carry out. They fit in Chorltonville activity with their work, family commitments and other interests. I would like to thank all the members and other supporters for their outstanding efforts in the last year to keep the estate functioning and attractive. I would also like to thank our Honorary Auditor, Karen Zelin, for her support in auditing the Committee's accounts.

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4. Treasurer's Report

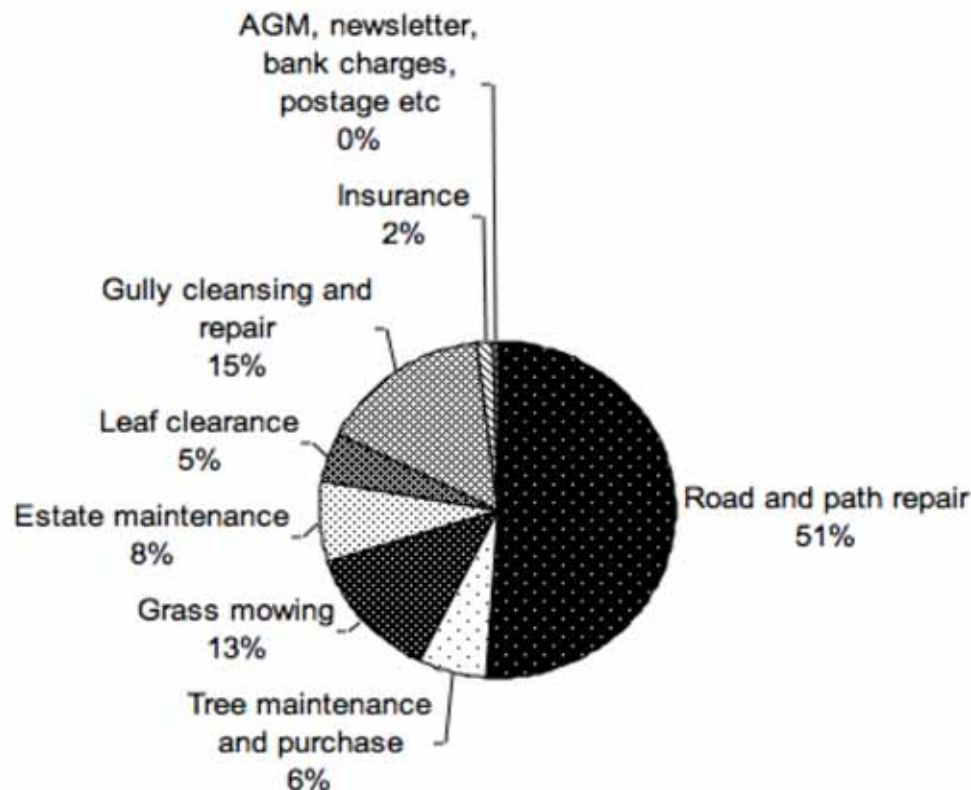
This report comments on the enclosed accounts for the year ended 31 December 2010.

1.1. Income

The levy was again set at £160 giving a total levy income of £42640, which was all collected during the course of the year. Bank interest of £477 after tax was received. Contribution to costs was obtained of £200 for filming and of £40 for verge damage reported in sufficient detail to enable a claim to be made.

1.2. Expenditure

The costs of the various elements of maintenance in the Ville are shown in the Chairman's report and in the accounts. The chart below illustrates the way everyone's levies were spent.



1.3. Funds and the budget for 2011

A total of £1462 was spent from the Centenary Fund on bulbs and assistance with bulb planting in preparation for 2011, the Centenary Year. This leaves £2726 in the Centenary Fund, which was created to enable this anniversary to be marked in a tangible and lasting way.

Surplus general funds of £767 arising in 2010 have been transferred to the contingency fund. The total amount in the contingency fund is around £1400 above the level needed to allow for inflation to the end of 2010. The surplus is expected to be absorbed in 2011 just with the effects of the increase in VAT and other inflation, and means that the current level of maintenance of the estate can be continued with no increase in levy for 2011. An increase in levy is likely to be required in 2012.

The budgeted expenditure for 2011 is shown alongside the annual accounts figures. A levy of £160 has been used for illustrative purposes in the accounts.

The owners at the AGM set the levy, and the Committee encourages as many homeowners as possible to attend the AGM and participate in the setting of the levy.

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Chorltonville Owners' Committee : annual accounts

	2010 Year ended 31.12.10	2009 Year ended 31.12.09	<i>Budget 2011</i> £
Income	£	£	£160 levy
Total levy for year	41,840	41,840	
Unpaid at accounts date	-	-	
	<u>41,840</u>	<u>41,840</u>	
School	320	320	
Flats	480	480	
<i>Total levy income</i>	<u>42,640</u>	<u>42,640</u>	<u>42,640</u>
Contribution to costs re filming / damage	240	200	
Contributions to newsletter costs	-	25	
Grant from Manchester City Council for tree survey	-	2,731	
Contribution to cost of widening verge crossing	-	125	
Bank interest receivable	477	459	300
<i>Total income</i>	<u>43,357</u>	<u>46,180</u>	<u>42,940</u>
Expenses			
Estate maintenance	3,239	2,053	2,580
Tree maintenance and purchase	2,527	5,123	4,500
Tree survey and risk assessment	-	2,731	1,200
Grass mowing	5,396	4,857	5,700
Leaf clearance	2,062	2,139	3,000
Gully cleansing and repair	6,472	5,842	4,500
Road and path repair	21,533	21,476	21,500
Insurance	728	728	750
Legal costs	18	-	-
Bollards (speed humps) / signs	-	-	200
AGM costs (copying)	-	83	100
Bank charges	85	88	90
Newsletter and website	-	120	100
Stamps/stationery	30	35	30
Other	-	-	150
<i>Total expenses</i>	<u>42,090</u>	<u>45,275</u>	<u>44,400</u>
<i>Surplus / (deficit) for the period</i>	£ <u>1,267</u>	£ <u>905</u>	£ <u>(1,460)</u>

Funds:			
Provision for legal advice	at start of year	500	500
Added in year		500	0
	at end of year	<u>1,000</u>	<u>500</u>
			1,000
Contingency Fund	at start of year	34,897	33,992
From surplus/(deficit) for year		767	905
	at end of year	<u>35,664</u>	<u>34,897</u>
			35,664
Centenary Fund	at start of year	4,188	4,188
Bulb planting		- 1,462	-
	at end of year	<u>2,726</u>	<u>4,188</u>
			2,726
<i>Total 'Ville funds</i>		£ <u>39,390</u>	£ <u>39,585</u>
			£ <u>37,930</u>

Represented by:

Cash		245	142
Bank	£37k on deposit at Scottish Widows Bank	39,145	42,339
Accrued income		-	92
Accrued expense		-	(2,988)
<i>Total 'Ville funds</i>		£ <u>39,390</u>	£ <u>39,585</u>