

Chorltonville Owners' Annual General Meeting 2012

To: All Residents/Owners

January 2012

Your attendance is requested at the ninety-first

Chorltonville Owners' Annual General Meeting To be held at Brookburn School, Brookburn Road At 2pm, Sunday 26th February 2012

1. Agenda

1. Apologies for absence.
2. Review minutes of the 2011 AGM.
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:
 - Mark Chamberlain
 - Ursula Iredale
 - Ian Violet
 - Elizabeth Whiteley
 - Colin Wright
 - Isabel Wright

In addition, Dominic Stanger has worked in the committee on an ad-hoc basis throughout 2011, and wishes to be considered for election.
8. Appointment of Honorary Auditor.
9. Discussion: amending the Rules of Chorltonville to govern filming on the estate.
10. Discussion: the viability of a seat on the Rotunda.

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 12th February 2012.

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2. 2011 AGM minutes

Held on Sunday 27th February 2011 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

25 residents

Minutes

1. Apologies for absence were received from Mrs Andrews, Maggie Chamberlain, Teresa Harlow, Frank Neal, Anne Miller, Steve and Lucy (75 Claude Road).

2. Minutes of the eighty-ninth AGM held on Sunday 21st February 2010. The minutes were proposed as a correct record by Mark Chamberlain, seconded by Anne Mackay and accepted unanimously.

3. Matters Arising

There were no matters arising.

4. Chair's report

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

Roads and Footpaths: Stretches of road have been resurfaced and costs have risen this year.

Lampposts: There have been issues with graffiti and stickers this year. The council's graffiti team have helped us by removing some of this.

Gullies: there are 187 of these and they are particularly expensive to repair; costing on average £2,000.00 for each gully. The council completed their annual gully cleanse in December.

The annual tree inspection was undertaken with the City Council arboriculturist to agree work. There were no emergencies to deal with. Tree maintenance work is done in the autumn. A safety inspection will be done in the summer. This is done every other year. Leaves were all cleared by January, and some residents assist by clearing leaves from outside their properties.

Verges: There is an ongoing battle to attempt to prevent damage to the verges. Large vehicles regularly damage verges on tight corners, but residents can help by not parking opposite these spots. Some corners that have regularly been damaged have had cobbles to replace grass.

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

Trustees: we now have 4 trustees and thank the new trustees for taking on this role.

Planning Applications:

Unusually the committee did object to the application for floodlights at the football club, on the grounds of increased traffic and potentially parking on Chorltonville roads. The committee has written to both the football club and the electricity company re laying a new cable along Brookburn Road.

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. The committee would welcome any extra skills that residents may have to help with the running of the Ville.

The chair also thanked the Hon Auditor, Karen Zelin.

5. Treasurer's report

All levies have been collected. There was very little additional income other than the levy. 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. The reserve for Legal Advice was brought up to an additional £1,000.00

6. Levy

The recommendation to the AGM was for a levy of £160.00. Proposed by Anne Mackay, seconded by Mark Chamberlain, accepted unanimously.

7. Elections to the committee

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Derrick Latchford and Lynn Norbury have both reached the end of their 3-year term, and are prepared to stand again. They were proposed by Mark Chamberlain, seconded by Shirley Quinn, and accepted unanimously.

8. Honorary Auditor

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

9. Centenary Fund

Spring bulbs being the most popular option from the survey carried out in 2008, these have been planted in verges throughout the Ville, and this will be completed in the autumn.

10. Gardening Club

Gaye Baker spoke about the activities of the Gardening Club.

The club suggested planting something edible in front gardens as a part of "Greening the Ville". They will be holding a plant sale and tea party on Sunday 15th May. Funds from this sale will be put towards the street party.

11. A.O.B.

Street Party

Party organisers spoke about plans for this year's party, entertainment has been booked, and more funds will be needed for this. There were suggestions for how these extra funds might be collected. There was discussion about the possibility of diverting funds from the Centenary Fund to using some of this for the party. However it was pointed out that a referendum had been undertaken in 2008, when the Centenary Fund was set up. There was a clear majority of residents who responding in favour of this being spent on bulb planting. It was explained to residents that it would be inappropriate for the nature of the project to be changed now. It was set up to provide something tangible and of lasting benefit for the Ville. Any diversion of funds would need a second referendum, but then which one would be right? After a lengthy discussion residents accepted that the party should fund itself.

There being no other business the meeting closed, and everyone was thanked for attending, and there were thanks given to the committee from the floor.

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3. Chair's Report

To all Owners

January 2012.

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

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 the junction of South Drive with East Meade and another section of Claude Road. Our contractors also redid (at their expense) the junction of Meadow Bank with West Meade nearest to Brookburn Road. This had been done badly last year.

The rest of the budget was spent on footpath repairs and road patches. We also had the corners of the verges cobbled at the junction of South Drive and South Gate. As usual the cost of this maintenance work had gone up in line with the rise in oil prices, and the cost of tipping into landfill has also gone up significantly. The total spent on road and footpath repairs this year was £20,768.

1.2. Lighting and Signs

This year we decided to see if we could get the lighting columns repainted to smarten them up for the Centenary. Amey were able to do this for £3,000 and we purchased more Chorltonville gold stickers for £90 for the finishing touch. It was ten years ago when these lights were all upgraded and painted so the paint had lasted well.

We were so pleased with this that we decided to get the wooden supports for the green street signs repainted and the metal bollards in various places plus the railings in the stumps painted black and gold. All this was done for £575.

If you do notice damage or graffiti on any of the above please tell a committee member and we will try to get it sorted. If there are any problems with the streetlights themselves please report to the City Council on 234 5004 or contact@manchester.gov.uk.

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: opposite 77 South Drive, 43 South Drive and 84 Claude Road. One gully needed to be repaired; the others were full of tree roots and needed to be excavated and replaced. The total cost was £3833.00.

1.4. Trees

2011 was a quiet year. **Five** trees were felled. Some were felled for safety and some for reasons of disease and poor vigour. The felled trees were one hawthorn tree on Meadow Bank, two hawthorns on South Drive, a birch on West Meade and a Laburnum on Claude Road.

Eight new trees were planted however, including some new species to Chorltonville: notably two Amelanchier, a disease resistant elm and a Maidenhair tree.

The bi-annual tree safety audit was carried out, the record updated during the summer, which established that our trees are generally in good health. The autumn tree maintenance work followed the advice received from the safety audit and the City Council arboriculturist. Minor pruning was required to some 38 trees, and more substantial work was carried out on a further 28. This was carried out by our regular contractor John Hutchins. Despite some very strong storms around the new year, the Chorltonville trees survived without damage.

Expenditure on trees in 2011 was as follows.

| | | |
|---|-------|------------|
| • Tree survey by Cheshire Woodlands | £888 | (incl VAT) |
| • Tree work by John Hutchins | £2862 | |
| • Tree planting by John Hutchins | £720 | |
| • Emergency tree felling and stump removal by John Hutchins | £808 | |
| • Leaf sweeping by John Hutchins | £2009 | |

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1.5. Verges and open spaces

In March 2011, hand edging of the verges on The Meade, Meadow Bank, North Meade and South Meade was carried out. This is continuing work to carry out hand edging of a portion of the verges on the estate each year to help maintain an improved appearance. Another section of hand edging will be carried out in Spring 2012.

The grass was cut 17 times during the year, from March to November, and repairs to verges were carried out when needed.

As always we ask that vehicles and building materials should be kept off the verges in order to prevent damage.

1.6. Publicity

A newsletter was distributed in Spring, and maintenance was carried out the Chorltonville web site. As the number of residents who are online has increased greatly, we will shortly transfer the newsletter to electronic distribution by default. This will reduce costs and speed up the distribution. We are currently determining the best online distribution method, which will ensure that the contact remains confidential within the Chorltonville community.

We will still be offering a paper newsletter to residents who do not use online resources. If you or a neighbour needs to have paper copies, can you please contact Isabel Wright at 55 South Drive.

1.7. Centenary Fund

Bulb planting on the verges has been refreshed and extended this year; at the time of writing the first crocuses are starting to display their colours.

As there were surplus funds after the costs of bulb planting, we have contributed to production of a brochure to mark the Centenary. This will give every household a tangible memorial of the Centenary year. Our thanks go to the organisers of the street party for taking on the work of designing and producing this brochure.

1.8. Data Protection Act

The Committee is currently writing a data protection policy, setting out how the obligations of the Data Protection Act 1998 are applied to Committee business. When complete, this will be published on the web site.

1.9. The Committee

Administration of Chorltonville is carried out on a voluntary basis by a committee, currently comprising eleven residents. We meet monthly, except for a break in August. There is a substantial saving to the levy enabled by not using a salaried estate manager, but we do ask residents to remember that all work is done in the members' own time, which limits the amount of non-core activity we can take on. I would like to thank all the committee members for their sterling work this past year in keeping Chorltonville the one of the most attractive places in Manchester to live.

I will give a special mention to George Yeadon, who has retired from the Committee earlier this year. George joined the Owners' Committee in late 1995, and was the longest serving member. His detailed knowledge of arboriculture and local government practices **has** been invaluable to us. He has now passed on the tree management torch in a year-long handover to Dominic. The Committee would like to thank George for his work and offer best wishes for a **well-deserved** rest.

The Committee could not operate without support from many people, both on and off the estate, who provide specialist services. I cannot name them all, but I would like to thank Karen Zelin, who audits our accounts on an honorary basis, and Sally MacDowell, who recently gave up the thankless role of estate litter picker.

?who is having a well-earned rest from the thankless role of estate litter picker?

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Treasurer's Report

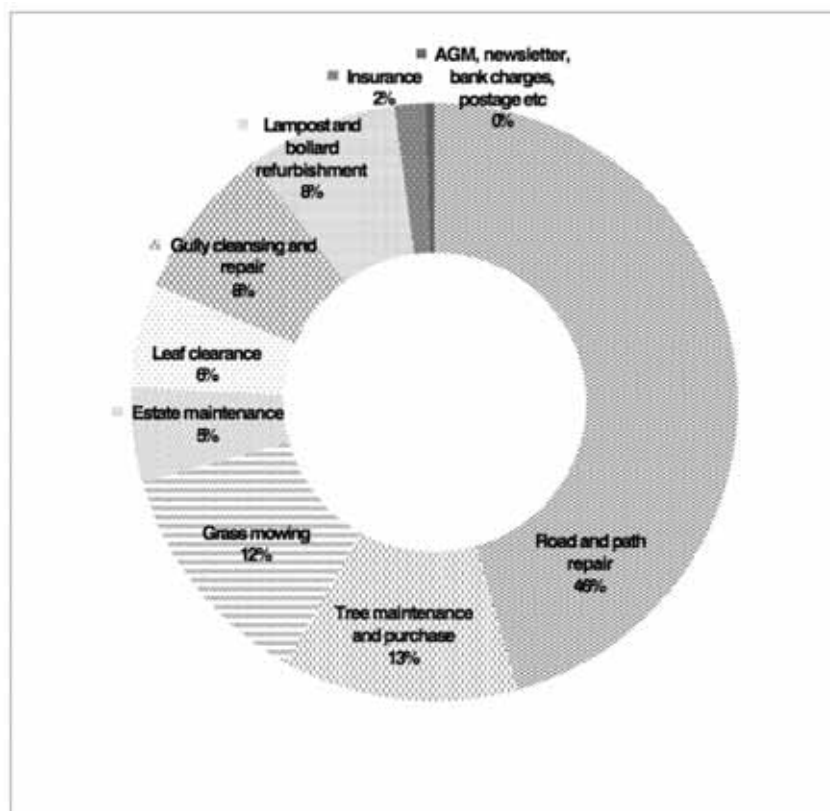
This report comments on the enclosed accounts for the year ended 31 December 2011.

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 £427 after tax was received. Contribution to costs was obtained of £200 for filming.

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.



Funds and the budget for 2012

A total of £1666 was spent from the Centenary Fund on bulbs and assistance with bulb planting in 2011 and a donation of £300 was received from a householder. The balance of the fund will be spent during 2012: around £600 to support the printing costs of the centenary brochure and the remainder on bulb planting.

It had been anticipated that expenditure would be higher than income in 2011, and it was, by £2300. The expenditure in 2011 included refurbishment in the centenary year of the street-lighting columns, bollards and signage. The previous surplus also permitted the effects of the increase in VAT and other inflation to be absorbed, whilst maintaining the same standard of upkeep of the estate with no increase in levy for 2011. However, in order to maintain standards without eroding the contingency fund, an increase in levy is likely to be required in 2012.

The budgeted expenditure for 2012 is shown alongside the annual accounts figures. A levy of £165 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

| | 2011 Year ended 31.12.11 | 2010 Year ended 31.12.10 | <i>Budget 2012</i> £ |
|---|--------------------------------|--------------------------------|-----------------------------|
| Income | £ | £ | £165 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> | 42,640 | 42,640 | 43,973 |
| Contribution to costs re filming / damage | 200 | 240 | |
| Bank interest receivable | 427 | 477 | 300 |
| <i>Total income</i> | <u>43,267</u> | <u>43,357</u> | <u>44,273</u> |
| Expenses | | | |
| Estate maintenance | 2,339 | 3,239 | 3,350 |
| Tree maintenance and purchase | 4,841 | 2,527 | 3,500 |
| Tree survey and risk assessment | 888 | - | - |
| Grass mowing | 5,702 | 5,396 | 6,290 |
| Leaf clearance | 2,561 | 2,062 | 3,000 |
| Gully cleansing and repair | 3,833 | 6,472 | 4,500 |
| Road and path repair | 20,768 | 21,533 | 22,250 |
| Lamp-post renovation | 3,093 | - | - |
| Insurance | 747 | 728 | 760 |
| Legal costs | - | 18 | - |
| Bollards (speed humps) / signs | 575 | - | - |
| AGM costs (copying) | - | - | 100 |
| Bank charges | 84 | 85 | 90 |
| Newsletter and website | 47 | - | 50 |
| Stamps/stationery | 89 | 30 | 90 |
| Other | - | - | 150 |
| <i>Total expenses</i> | <u>45,567</u> | <u>42,090</u> | <u>44,130</u> |
| <i>Surplus / (deficit) for the period</i> | £ <u>(2,300)</u> | £ <u>1,267</u> | £ <u>143</u> |

| <i>Funds:</i> | | | |
|--|------------------|-----------------|-----------------|
| Provision for legal advice | at start of year | 1,000 | 500 |
| Added in year | | | 500 |
| | at end of year | <u>1,000</u> | <u>1,000</u> |
| Contingency Fund | at start of year | 35,664 | 34,697 |
| From surplus/(deficit) for year | | <u>(2,300)</u> | <u>767</u> |
| | at end of year | <u>33,364</u> | <u>35,664</u> |
| Centenary Fund | at start of year | 2,726 | 4,188 |
| Donation from household from proceeds of filming | | 300 | - |
| Centenary booklet | | | (600) |
| Bulb planting | | <u>(1,666)</u> | <u>(760)</u> |
| | at end of year | <u>1,360</u> | <u>2,726</u> |
| <i>Total 'Vile funds</i> | | £ <u>35,724</u> | £ <u>39,390</u> |

Represented by:

| | | | |
|--------------------------|---|-----------------|-----------------|
| Cash | | 167 | 245 |
| Bank | £32k on deposit at Scottish Widows Bank | 35,557 | 39,145 |
| Accrued income | | - | - |
| Accrued expense | | - | - |
| <i>Total 'Vile funds</i> | | £ <u>35,724</u> | £ <u>39,390</u> |

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4. Discussion points

Both of the following subjects can be handled within the existing powers of the Owners' Committee, and do not therefore need a formal motion at the AGM. However, both are likely to affect residents significantly, so we have decided to offer them for general discussion to get a consensus of residents' views.

If you are unable to make the AGM, but want your opinion to be included in the discussions, please send a written submission to Isabel Wright, 55 South Drive or info@chorltonville.org, before Sunday 12th February 2012.

1.1. Amending the Rules of Chorltonville

The Committee established by the Rules and Regulations of Chorltonville considering it necessary for the preservation of the amenities of the Estate,

And the Committee having regard to the increasingly frequent use of properties on the Estate as film sets and as settings for television programmes with a view to profit on the part of the film or television company,

And the Committee having regard to the inconvenience such use causes to other owners and the wear and tear caused to the roads, verges, open spaces and footpaths of the Estate by the numerous personnel, vehicles and equipment brought onto the Estate as part and parcel of the filming process,

The Committee, acting under the powers granted to it by Rule 15 of the Rules and Regulations of Chorltonville, hereby makes the following bylaw:

Use of Properties on the Chorltonville Estate for Commercial Filming

1. Any owner who intends to allow his or her house or the curtilage thereof or any outbuildings thereon (hereinafter referred to as "the Property") to be used for the purpose of making a film with a view to profit on the part of the film-maker (hereinafter referred to as "the Purpose"), whether or not the owner has received or is to receive any financial consideration from the film-maker:
 - a. Shall obtain the consent of the Committee before allowing the Property to be used for the Purpose. If the Committee decides to give its consent, it may do so subject to such conditions as it considers necessary for the preservation of the amenities of the Estate. Any such consent will specify the dates to which the consent relates.
 - b. Shall pay to the Honorary Treasurer on behalf of the Committee, before the Property shall begin to be used for the Purpose, the sum of £200 per day or part of a day that the Property is to be used for the Purpose. If the Property is in fact used for the Purpose for longer, the outstanding balance shall be paid by the owner to the Honorary Treasurer within 14 days of the cessation of the said use. For the avoidance of doubt, such sum or sums are payable whether or not the required consent of the Committee has been obtained.
 - c. Shall ensure that there is no obstruction of the roads, verges, open spaces and footpaths of the Estate connected with the use of the Property for the Purpose, save for any such obstruction to which the Committee has given its prior consent.
2. The Honorary Treasurer shall pay all sums received pursuant to this Bylaw into the banking account kept in the name of the Committee in accordance with Rule 14 of the Rules and Regulations of Chorltonville.
3. If an owner shall fail to pay any sum required to be paid pursuant to this bylaw, then the said sum shall be a debt owing by the said owner to the Committee, which shall have the power to sue for the debt in the county court.

1.2. Seat on the Rotunda

The Committee has recently discussed the idea of putting a seat on the Rotunda. The cost of a metal circular seat, which would go around the central silver birch tree, would be around £1100. This would be an additional way of making a long term commemoration of the Centenary. We recognise that there are pros and cons to this idea, and that we need to gauge the feelings of residents, especially those facing directly onto the Rotunda.