

# Newcroft Gardens Management Company Ltd

Annual General Meeting  
1830 Hrs Mon 18 Jul 2022  
Company No 05058412



# NGM Co Ltd AGM Agenda

- ▶ **Welcome**
- ▶ **Work completed**
- ▶ **Finances**
- ▶ **General matters**
- ▶ **Election of officials**
- ▶ **AOB**
- ▶ **Date of next meeting**
- ▶ **Closure of meeting**

# Welcome



# Work Completed

## ▶ COLLECTION OF SERVICE CHARGES

- ▶ 100% collection of fees - thank you.
- ▶ Many accounts had arrears due to non-collection by Warwick Estates
- ▶ Some accounts were in credit so were paid back.
- ▶ All members accounts are now level at £0 balance with £25 due 01 Aug 20

## ▶ MAINTENANCE

- ▶ Trees-3 felled in Falstaff, Savoy and Globe. Falstaff ground out by the Directors and treated with salts
- ▶ Drains in Savoy. Replaced with stronger base and covers
- ▶ Fitment of solar lights on back fences.
- ▶ Note:
- ▶ Tree stumps still need grinding out and covering with gravel/concrete
- ▶ Car parks will need spraying with weedkiller

# Update of completed works (continued)

## ▶ PROPERTY SALES

- ▶ Processes defined and documented
- ▶ 11 Sales Completed
- ▶ 3 In progress

## ▶ WEB SITE

- ▶ Domain Name purchased + hosting paid for 4 years
- ▶ Initial Web Site built

## ▶ GENERAL ADMINISTRATION

- ▶ Numerous bulk mails and the vote on the trees. Only 3 Members now without E-mail contact.
- ▶ Financial Management
- ▶ Set up and run AGM

# Transactions this Financial Year

Row Labels	Sum of Amount	Sum of Money In	Sum of Money Out
<b>2. Accountancy and Filing</b>	<b>-363.00</b>	<b>0.00</b>	<b>-363.00</b>
<b>3. Insurance</b>	<b>-1,630.26</b>	<b>0.00</b>	<b>-1,630.26</b>
Reimbursement of Insurance costs (2021-2022)	-913.06	0.00	-913.06
Liability Insurance (2022-2023)	-548.60	0.00	-548.60
Directors Liability Insurance (2022-2023)	-168.60	0.00	-168.60
<b>4. Service Charges</b>	<b>2,040.14</b>	<b>2,277.07</b>	<b>-236.93</b>
<b>5. Property Sales</b>	<b>3,275.00</b>	<b>3,825.00</b>	<b>-550.00</b>
<b>6. Maintenance</b>	<b>-1,672.83</b>	<b>0.00</b>	<b>-1,672.83</b>
Drain repair	-1,150.00	0.00	-1,150.00
Tree removal	-225.00	0.00	-225.00
Reimbursement of Expenses	-297.83	0.00	-297.83
<b>7. Director Payments</b>	<b>-780.00</b>	<b>0.00</b>	<b>-780.00</b>
<b>8. Web Site for NGM</b>	<b>-84.45</b>	<b>0.00</b>	<b>-84.45</b>
<b>9. Miscellaneous</b>	<b>-144.77</b>	<b>0.03</b>	<b>-144.80</b>
<b>Grand Total</b>	<b>639.83</b>	<b>6,102.10</b>	<b>-5,462.27</b>

# Financial Forecast

Financial Year 01 Aug 22 -31 Jul 23

Income		Outgoings	Balance
Service Charge Due 01 Aug 22	94 x 25 £2,350.00	Management/Owners Liability Insurance (Due Jun & Jul 23)	£760.00
Sellers packs (Estimation)	8 x 320 £2,560.00	Companies House Confirmation Statement Fee (Due Mar 23)	£15.00
		Banking/Accountancy Fees (Due Apr 23)	£400.00
		8 x Directors Rewards @ £100	£800.00
		Weedkiller	£30.00
		Stationery Costs (Envelopes/Stamps/Paper/Print Cartridges)	£100.00
		Directors Travel Expenses (10p per mile x 6 journeys of 78 miles)	£46.80
		Tree grinding/gravel/cement/directors labour	£1,250.00
		AGM Costs (hire/refreshments)	£50.00
	£4,910.00	£3,451.80	£1,458.20

# Financial Notes

- ▶ Current balance today HSBC £2195.07
- ▶ All service charges for Aug 21-Jul 22 were paid in full. 1 x late payment charge applied
- ▶ Next accounts to be submitted by 30 Apr 23
- ▶ From Sep 22, HSBC will charge for banking. £8 a month and a transaction charge for every cheque. All members are encouraged to pay the service charge by electronic means otherwise we may have to add the transaction charge to the overall bill.



# Financial Proposals

- ▶ Sellers pack be increased to £270. This will cover the increase in banking costs
- ▶ Change of membership/Buyers pack stays at £50.
- ▶ Directors rewards be increased to £100 per sale
- ▶ Late fees - £10

# General Matters

- ▶ Shared areas-Play area not shared
- ▶ Trees-Remedial work required for x 2 trees
- ▶ Service charge demand Emails out imminently
- ▶ Q&A.

# Helping out and/or becoming Directors

- ▶ These are the areas where we could do with help ...
  - ▶ Savoy and Charlotte Court Leaders/Directors
  - ▶ Maintenance leads
    - ▶ Inspections, proposing work
    - ▶ Finding contractors, getting estimates etc
    - ▶ Weed control
  - ▶ Members Communications
    - ▶ Bulk E-mails
    - ▶ Voting Forms
  - ▶ Property Sales
  - ▶ Web site administrator

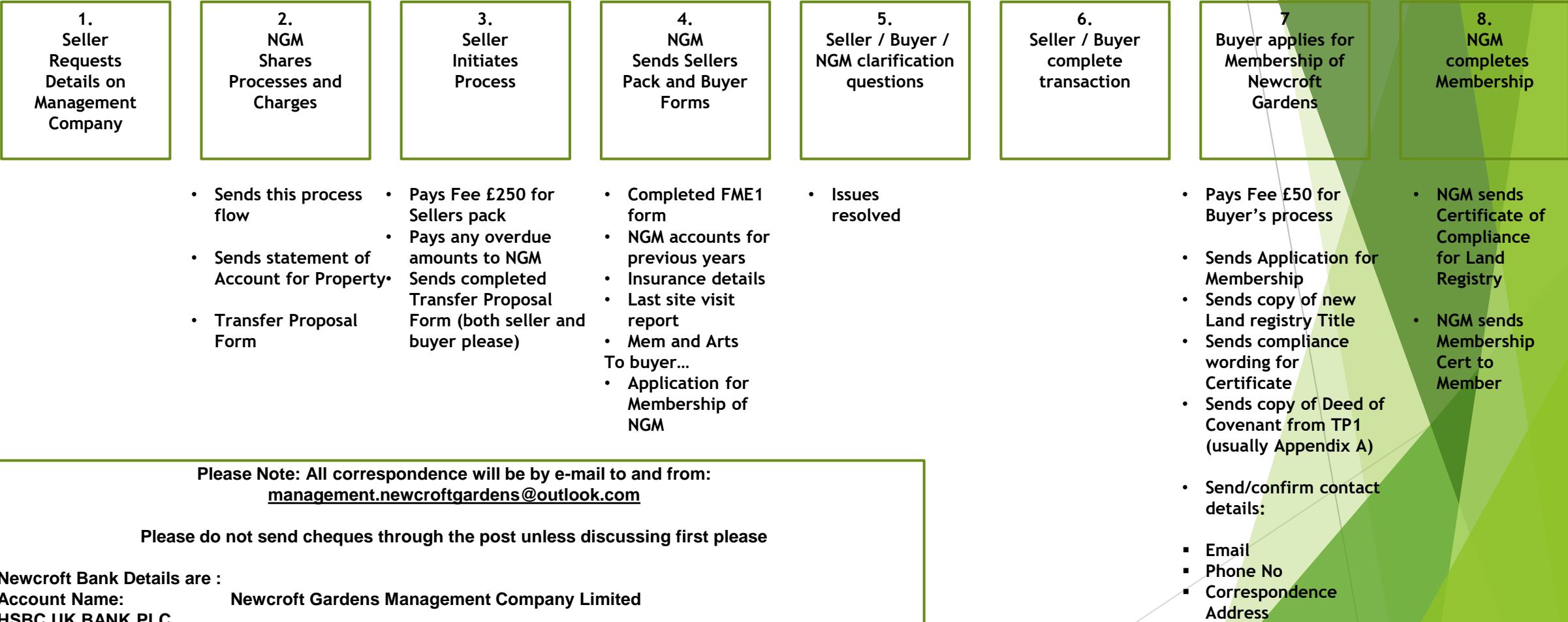
# Election of Officials

- ▶ **Directors**
- ▶ **Treasurer**
- ▶ **Secretary**

# Date Of Next Meeting

- ▶ AGM Jul 2023 unless we require an EGM beforehand.

NGM Transfer Process



**Please Note:** All correspondence will be by e-mail to and from:  
[management.newcroftgardens@outlook.com](mailto:management.newcroftgardens@outlook.com)

**Please do not send cheques through the post unless discussing first please**

**Newcroft Bank Details are :**

Account Name:	Newcroft Gardens Management Company Limited
HSBC UK BANK PLC	
Sort Code:	404707
Account Number:	31808397
Reference	House No + Court e.g. 89 Globe