

2022 ANNUAL GENERAL MEETING

MINUTES OF THE MEETING HELD ON 18 JUL 2021 AT THE BUG & SPIDER, CALNE, WILTSHIRE

1. Present

See attached list below.

At least 2 attendees from each courtyard were present therefore classed as a quorum as per Memorandum and Articles of Association.

2. Apologies

All Directors were in attendance.

3. Welcome

As Chair, Simon Hicks declared the AGM in order, welcomed all attendees and gave a general update of the year to date and which shared areas NGMC are responsible for.

The PowerPoint presentation is available in the download section of the NGMC website (see link in e-mail circulation).

4. Minutes of Last Meeting

Minutes of the 2021 AGM were available at the meeting.

5. Update Of Works Completed

SH updated the attendees of all works completed in the last year. Tree felling in multiple courts, replacement of the Savoy drains, implementation of the NGMC website and the fitment of solar lights in the courtyards were detailed. See the [NGMC Website](#) for further information.

6. Election of Officials

Current directors, Simon Hicks (SH), Cliff Sullivan (CS) and Stuart Whitty (SW) were in attendance.

SH represents Falstaff Court, CS and SW represent Globe Court. We currently have no directors for Charlotte or Savoy Courts. To share and reduce any workload it would be ideal to have 2 directors representing each court.

The re-election of the current directors was proposed as follows:

- Simon Hicks - Proposed by Stuart Whitty. Seconded by Diccon Booth
- Cliff Sullivan - Proposed by Simon Hicks. Seconded by Stuart Whitty
- Stuart Whitty - Proposed by Cliff Sullivan. Seconded by Gary Stenning

Volunteers to become directors of the Newcroft Gardens Management Company were requested, and the following were elected at the AGM:

- Diccon Booth - Proposed by Simon Hicks. Seconded by Stuart Whitty.
- Andrew Crockett - Proposed by Simon Hicks. Seconded by Stuart Whitty.

The re-election of the current treasurer was proposed as follows:

- Simon Hicks – Proposed by Cliff Sullivan. Seconded by Stuart Whitty

All AGM attendees were in agreement of this action.

7. Financial News

- Bank account run with HSBC. SH and CS hold debit cards for the account.
- Standing banking fees will start 01 Aug 2022. On this date, it will cost £8.00 pcm.
- Electronic transactions will incur no fee but cheques and cash handling will attract a handling fee yet to be confirmed.
- Please note the Accounts details are as follows:

Newcroft Gardens Management Co Ltd
40-47-07
31808397

Discussions about increasing the cost of the seller's pack by £20 to £270, increasing the Directors Reward to £100 and having late service charge fees kept at £10. All proposals were lumped together for a single vote.

- Proposed Diccon Booth. Seconded Andrew Crockett.
- Passed unanimously

8. Financial Forecast

Lorraine Donaldson will formally process this year's NGM Accounts for Companies House, and the forecast is available in the PowerPoint presentation, which can be found in the download section of the NGMC website.

9. Service Management Fees

Fees for 2022 will still be £25 per household which is documented in the TP1 document from the purchase of your property.

- All monies will be required to be bank transferred in full. No monthly payment options will be available.
- When making payments, please ensure the House number and Court name are used as the reference.

10. Communication

There are now only 3 members that we don't have Emails for. Letters have been put through the door on several occasions.

- If any of your contact details change especially your Email, please let us know.

11. Remedial work

The felled tree stumps remaining will need to be ground out and options researched for finishing the area.

Action: Directors will review the options available, propose solutions and allow members to vote by e-mail by Sep 2022.

12. Volunteers

The Directors restated the need for volunteers who may not want to be Directors, providing physical help such as weedkilling or tree removal or some professional advice such as accountancy or legal. Such free help will enable NGMC to stay within budget.

Mr Prestedge 60 Savoy volunteered to assist with the weedkilling.

13. AOB

- Mrs Whitty proposed a reward of £10/member as a one-time payment from the current NGM bank balance for SH and CS due to the considerable handover work to set up the NGM company and retire Warwick Estates. All attendees voted in favour of the proposal. **Action:** SH to pay himself and CS £470 each from the bank account.
- Mrs Chrissy Halliday 31 Falstaff asked for the latest options for the felled tree areas to be discussed. Covered in item 11.
- Mr Doel of 1 Charlotte brought up the problem of bins being overfilled. **Action:** Directors to send an Email reinforcing the need to be considerate when filling and positioning their bins.
- Ms Grazia Diss 7, 8, 11 and 12 Charlotte raised the matter of tarmac breaking between 7 and 8 Charlotte. **Action:** matter to be investigated and liability established.
- Overgrown vegetation adjacent to no. 74 Globe reported. **Action:** matter to be investigated and liability established.
- Overgrown vegetation and uncollected trimmings at 94/95 Globe reported. **Action:** matter to be investigated and liability established.

Next Meeting

Next meeting to be arranged for July 2023 (date tbc in due course).

