

**Minutes of Annual General Meeting of
Charminster Close Residents Company Limited held at
Stratton Park House, Wanborough Road, Swindon at 7.30pm
on 9th December 2008**

Present:

Merv & Celia Johns	2	
Nick Morley	6	
Janet Hawkins	8	Director
Alan Hawkins	8	
Phillip & Sharon Lloyd	13	
John Morris	20, 27	Chairman
Dawn & Mr J Cox	21	
James Palk	22	
Philip Harwood	30	Director

Introduction

John Morris opened the meeting and confirmed that a quorum (of 20% of the members) were present or represented by proxy. Bank statements and copy purchase invoices were made available for perusal by members.

Previous AGM Minutes

The minutes from the AGM held on 29th November 2007 were read and agreed as an accurate record of the meeting.

1. Accounts

The statutory accounts for the year to 31 December 2007 had previously been sent to all owners. Copies were also available at the meeting. The members present and represented by proxy unanimously agreed to receive the financial statements and directors' reports thereon.

2. Re-election of Directors

Mr P Harwood retires as Director by rotation this year and the directors propose that he be re-elected.

The members present and represented by proxy unanimously agreed to re-elect Mr P Harwood as a director.

3. Service Charges

At the last AGM the Service Charge (including Ground Rent) for 2009 was agreed at £972.00 with a £60.00 discount available if payment is received by 1st January 2009. It was proposed and agreed at this meeting that the Service charge (including Ground Rent) for 2010 should be £996.00 with an early payment discount available of £60.00.

Debtors

The following debtors were noted:-

No. 6	£74.00
No. 19	£188.00

Following the issue of summons, no.9's debt was paid on 22nd May 2008.

4. Maintenance

a) Gate – Wrought Iron

It is proposed to install a gate outside the bin store adjacent to flat 14. A quote has been received from NJ Henderson for £793.00 to carry out this installation. The meeting agreed to accept this quote and for the work to proceed as soon as possible.

b) Gardens

It was proposed to plant £200.00 worth of bulbs in the communal gardens to improve the appearance of the area.

c) Hedge

It was proposed to plant a hedge on the perimeter of the grounds to form a proper boundary to the estate. The boundary would also be re-inforced in the future by installing railings. A quote has been received for £400.00 to plant the hedging. The members present agreed to this expenditure.

d) Railings

It was proposed to install railings to the boundary of the site. A quote for £2,543 has been received to install a section of railings to the boundary. Members present agreed to this installation.

e) Communal Entrance Doors

The current communal entrance doors are in a poor condition and in need of replacement. Quotes have been obtained and presented to the members present. It was agreed to accept the quote for NJ Henderson of £9,282.00 to replace all five communal doors

f) Lighting

It has been reported that the light outside no. 19 is always on. It was agreed to investigate this situation.

5. AOB

Parking

There has been an increasing number of non-residents cars being parked in the car park. These are relatives picking up children from the local school or attendees of the local church. It was proposed and agreed that the management company should write to the church and the school requesting that their children's relatives and church those persons attending the church should not park in the private car park of Charminster Close.

It was also noted that the tenant in no. 29 is keeping their vacuum on the landing outside their flat causing an obstruction.

The meeting closed at 8.32pm.