

**THE WATERWAYS MANAGEMENT COMPANY LIMITED**

(Limited by Guarantee: registration number 396841)

**MINUTES OF ANNUAL GENERAL MEETING**

Held At

St Margaret's Institute Community Centre Hall, 30 Polstead Road, Oxford, OX2 6TN

On

22<sup>nd</sup> March 2011 at 8pm

**Present**

42 Members Present

Robert Howell – Regional Manager – OM Property Management

Rebecca Hill – Property Manager – OM Property Management

The meeting opened at 8pm by L Robertson.

**1. To receive apologies for absence (from Directors only)**

There were no apologies

**2. To approve the minutes from the 3<sup>rd</sup> AGM held on 15/12/2009**

It was noted that Councillor J Fookes title was incorrect. The minutes were formally agreed with no discussion required. Proposed by Mr. M Thompson and seconded by Mr. R Doyle

**3. To receive the report of the Chairman of the Management Committee**

The Chairman's report was received with no comments or discussion required.

**4. To receive the Certified Accounts of the Company for the year ended 30<sup>th</sup> April 2010 (Issued to all members 26<sup>th</sup> October 2010) and the report of the Treasurer of the Management Committee**

The Certified accounts and Treasurer's Report was received. The following comments were noted:

4.1 The addition of descriptive headings were requested for each schedule of costs on the next set of accounts.

4.2 The Accounts were requested to be issued earlier than previously.

4.3 A mid year interim expenditure to budget report was requested.

OM Property Management to liaise with WMC Treasurer regarding the above points.

**5. To appoint Critchleys Chartered Accountants as Independent Auditors to the Company and to authorise the Management Committee to fix their remuneration**

Critchleys were reappointed as Auditors and the Management Committee were authorised to fix their remuneration.

**6. To appoint Directors to the Company, to sit on the Management Committee**

Papers had been issued to all members with statements from members who wished to stand for election as follows:

Mrs L Robertson stood for re-election as a director due to the requirement to retire every two years with the opportunity to stand for re-election.

Mr M French, Mrs S Doyle, Mr R Doyle and Mr N Orme stood for election following co-option during 2010.

All nominees were put to one vote with all members present in favour. There are now 11 members on the Management Committee but Mrs L Robertson appealed for more committee members.

**7. Matters arising from the 3<sup>rd</sup> Annual General Meeting**

There were no matters arising from the 3<sup>rd</sup> Annual General Meeting

**8.**

**8.1 To approve the amendment to the Memoranda and Articles of Association of the Company affecting the Quorum required for the General Meetings of the Management Company**

Documents had been issued to all members outlining this proposal. The resolution was passed by a show of hands.

**8.2 To approve the amendment to the Memoranda and Articles of Association of the Company affecting the quorum required for the Management Committee Meetings of the Management Company**

Documents had been issued to all members outlining this proposal. The resolution was passed by a show of hands.

A brief discussion was conducted following two objections to this resolution.

**9. To approve the recommendation regarding the community room**

Papers had been issued to all members outlining this proposal.

A brief discussion was conducted as one abstention was received. The recommendation was passed by a show of hands.

**10. Implications of the placing into administration of Peverel Group Ltd**

Robert Howell of OM Property Management provided a brief summary statement that had been provided by the administrators. It was confirmed that OM Property

Management is not in Administration and is continuing to trade as normal. As a result, the services provided by OM Property Management will be completely unaffected. It was also confirmed by Mr Howell that all service charge funding collected and held on behalf of The Waterways Management Company Ltd is held in a safe, independent trust bank account administered by Bank of Scotland and can only be used for the purposes of The Waterways development.

## **11. Any Other Business**

### **11.1. Effect of Administration on Estates and Management**

This item was answered as part of the discussion held for item 10.

### **11.2. Insurance Premium Increase for Block 2-32 Elizabeth Jennings Way**

It was advised that OM Property Management only collects the insurance fees in respect of premium costs on behalf of the freeholder, as per the terms of the lease or transfer from property owners. The freeholder retains the legal obligation to arrange the buildings insurance policy. It was explained that the freeholders were not answerable to The Waterways Management Company. A statement from Tysers pertaining specifically to 2-32 Elizabeth Jennings Way was read out.

### **11.3. Recent Guardian article concerning Administration**

It was advised that OM have a response to this article if required.

### **11.4. Managing Agent Tender**

The Waterways Management Committee will discuss and agree the criteria with which to monitor the performance of the appointed Managing Agent.

### **11.5. Double Yellow Lines on Elizabeth Jennings Way**

An issue was raised concerning the location of the newly installed double yellow lines on Elizabeth Jennings Way. The member will write to the Management Company with her concerns regarding the consultation process with the County Council.

### **11.6. Canal Environment Group**

It was confirmed that an article concerning recycling issues/solutions and wildlife on the development was included within the "Welcome to The Waterways" document.

### **11.7. Vote of Thanks to the Chair and Committee**

A vote of thanks was received from the floor to the Chair and the Committee.

Meeting closed: 9.54pm