

THE WATERWAYS MANAGEMENT COMPANY LIMITED

(Limited by Guarantee: registration number 03968441)

MINUTES OF ANNUAL GENERAL MEETING

Held At

Woodstock Road Baptist Church, 198 Woodstock Road, Oxford, OX2 7NQ

On

23rd April 2015 at 7.30pm

Present

29 Members Present (including 2 by proxy)

Neil Taylor – Regional Manager – FirstPort Property Services

Jeetindar Gill – Property Manager – FirstPort Property Services

The meeting opened at 19.35 by the Chairman – L Robertson who subsequently provided an introduction to all Directors, Neil Taylor and Jeetindar Gill.

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

Apologies received from A Mourby and M Tovey.

2. To approve the minutes from the 7th AGM held on 23rd April 2014

No amendments were necessary. Approval of minutes proposed by D Wilson and seconded by J Middleton. Minutes approved by a show of hands.

3. Matters arising from the minutes from the 7th AGM held on 23rd April 2014

There were no matters arising.

4. To receive the report of the Chairman of the Management Committee

The Chairman's report (previously circulated to members on 9th April 2015) including a report from the Gardening Sub Committee from A Olsen, a report from the Apartment Block Sub Committee from P Reynolds, a report from the Scrutiny Sub Committee from M Tovey and a report from the Treasurer from M Tovey was received.

In addition to the content of the report from the Gardening Sub Committee, A Olsen mentioned the following.

- An annual maintenance programme may have to be introduced to manage the quantity of silt within the water course, in order to eliminate the need to carry out a large scale silt clearance project on a one off basis.
- Reducing works will be carried out this autumn/winter to the Alder trees situated along Frenchay Road.

- Some arrests had been made by the police in respect of those responsible for the graffiti that had been noted across the development.
- A second cull of abandoned bicycles was due to take place in April.

In addition to the content of the report from the Apartment Block Sub Committee, J Gill stated that the only block with a majority in favour of an upgrade to the communal Sky television aerial was 115-141 Frenchay Road.

5. To receive the Certified Accounts of the Company for the year ended 30th April 2014 (Issued to all members 29th October 2014)

The Certified Accounts were received.

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

Appointment was proposed by T Walton, seconded by A Olsen. Critchleys were reappointed as Auditors and the Management Committee were authorised to fix their remuneration by a show of hands.

7. That the maximum number of Committee members shall be 14

This was proposed by L Robertson, seconded by M Thompson and agreed by a show of hands.

8. 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:

- H Sorensen
- S S Park
- G Barnes

R Stremme, T T Chou, N Orme, S Duncan and L Robertson stood for re-election as directors due to the requirement to retire every two years with the opportunity to stand for re-election.

All nominees were put to one vote – proposed by L Robertson, seconded by M Thompson. Motion passed by a show of hands.

9. AOB

L Robertson stated that there was a scoring system being implemented by each of the committees to rate the performance of FirstPort Property Services throughout the year against set performance indicators.

L Robertson stated that the Canal and River Trust will only be removing the graffiti located by the canal.

L Robertson and A Olsen stated the local authority is responsible for removing graffiti from any furniture located on the adopted highways.

L Robertson stated that it is believed the silt has entered the Thames Water channels from the adopted highways, and this silt is then passed on by Thames Water to the water course located on the Waterways development.

A Olsen stated that Oxford County Council are making a contribution towards the cost of the silt clearance works currently being undertaken, due to the necessity to remove silt from the Frenchay Road culvert which is the responsibility of Oxford County Council.

P Reynolds stated that the trades entrance facility on the door entry system for some apartment blocks has been turned off due to security concerns. A member had queried if the facility could be reactivated as it caused difficulties for those circulating leaflets or material to apartment block residents. P Reynolds stated that the security of the apartment blocks would remain a priority and therefore the trades facility would remain switched off for those blocks where this was already the case. However suitable alternatives for allowing residents to deliver material to the apartment blocks would be considered if brought to the Apartment Block Sub Committee's attention.

L Robertson stated that the Waterways Management Company had considered taking legal advice in response to the reducing works that were incorrectly carried out to the black poplar by the Canal and River Trust. However the city council decided not to pursue the matter, despite the fact that this tree is subject to a tree preservation order, and so no further action was taken.

Concerns were raised by members surrounding the number of vehicles being parked on the adopted highway of Elizabeth Jennings Way. L Robertson stated that Councillor J Howson had advised that the local authority had established a plan for painting parking bays on the adopted highway as a means of controlling the manner in which vehicles are parked on Elizabeth Jennings Way to help avoid parked vehicles causing an obstruction to any passing traffic. The local authority was not able to implement this strategy at present, neither were they able to consider painting double yellow lines on the adopted highway, due to a lack of funds.

A member raised a concern that if parking controls were implemented on the adopted highways surrounding the development, then it would encourage traffic to move into the private parts of the development. L Robertson and A Olsen stated that to mitigate this risk we could consider painting double yellow lines in the maintained communal car parks to act as a deterrent, but these double yellow lines would not be enforceable.

10. Close of meeting

Meeting closed by L Robertson at 20.30