

THE WATERWAYS MANAGEMENT COMPANY LIMITED

(Limited by Guarantee: registration number 03968441)

MINUTES OF THE 9th ANNUAL GENERAL MEETING

Held At

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

On

21st April 2016 at 7.30pm

Present

28 Members were present and 6 proxy vote forms had been submitted.

Neil Taylor – Regional Manager – FirstPort Property Services

Rebecca Burt – Senior Property Manager – FirstPort Property Services

Rachel Dolacinski – Property Manager – FirstPort Property Services

The meeting was opened at 19.30 by the Chairman, A Olsen, who subsequently introduced the Directors present and FirstPort staff.

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

Apologies received from L Robertson, A Mourby and T T Chou.

2. To approve the minutes from the 8th AGM held on 23rd April 2015

No amendments were necessary. Approval of the minutes was proposed by A Lack and seconded by D Wilson. The minutes were approved by a show of hands.

3. Matters arising from the minutes from the 8th AGM held on 23rd April 2015

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), including a report from the Gardening Sub Committee from L Robertson and presented by H Sorensen, a report the Apartment Block Sub Committee from P Reynolds, a report from the Scrutiny Sub Committee from A Olsen and a report from the Treasurer from M Tovey, was read out and received.

In addition to the content of the report from the Apartment Block Sub Committee, A Olsen mentioned the following:

Block 108-126 Frenchay Road has sustained a leak to the flat roof. The roof has been replaced this week, as arranged by the freeholder. Following a survey of all flat roofs, a programme of replacement and re-inspection has been drawn up. A Olsen summarised the statutory Section 20 consultation process as per the Landlord and Tenant Act of 1985.

5. To receive the Certified Accounts of the Company for the year ended 30th April 2015 (Issued to all members 29th October 2015)

The Certified Accounts was 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 D Wilson, seconded by R Dorey. Critchleys were reappointed as Auditors and the Management Committee were authorised to fix their remuneration by a show of hands.

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

Papers were supplied at the meeting detailing statements from members who wished to stand for re-election.

A Olsen, P Reynolds, A Mourby, A Hall, M Tovey 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 K Lack, seconded by W Stone. The motion was passed by a show of hands.

8. To seek three competitive tenders for ongoing management services to the Waterways Management Company, including one from FirstPort to ensure that they are still competitive and offer a good service, and if possible one from a local firm.

Proposed by J Moore and seconded M Anthony.

A Olsen advised that competitive tendering had been looked at before by Waterways Management Company, and explained that the scrutiny committee assesses FirstPort's performance regularly.

H Sorensen agreed that in principle, periodic tendering was good practice, but highlighted that this would create a great deal of work for an already busy committee.

Vote was taken: 16 in favour of proposal, 17 against – therefore motion rejected.

W Stone requested that as the result was a close vote, the scrutiny committee looked into the possibility of re-tendering.

J Moore to provide a fuller statement at the next AGM

9. To seek three competitive quotes for auditing services to the Waterways Management Company from local accountants, including Critchleys Chartered Accountants to ensure they are still competitive and offer a good service.

Proposed by J Moore and seconded R Dorey.

M Tovey advised that a retender exercise was carried out in 2013. J Briggs volunteered to assist

J Moore requested tenders were obtained from Critchleys plus 2 others.

A vote was taken, with 19 in favour of the proposal and 9 against – therefore the motion was carried.

10. Close of meeting

The meeting was closed by A Olsen at 20.42

A vote of thanks from the floor was made to the Directors

NB – A suggestion was made for a roving microphone to be made available for the next AGM.