

THE WATERWAYS MANAGEMENT COMPANY LIMITED

(Limited by Guarantee: registration number 03968441)

MINUTES OF THE 11th ANNUAL GENERAL MEETING

Held At

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

On

25th April 2018 at 7.30pm

Present

32 Members were present and 5 proxy vote forms had been submitted.

Rebecca Burt – Senior Property Manager – FirstPort Property Services

Esther Kolawole – Property Manager – FirstPort Property Services

Neil Taylor – Regional Manager – FirstPort Property Services

The meeting was opened at 19.30 by the Chairman, A Olsen

All Directors were introduced to the floor.

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

Apologies received from L Robertson and A Mourby

2. To approve the minutes from the 10th AGM held on 24th April 2017

No amendments were necessary. Approval of the minutes was proposed by J Middleton and seconded by R Mayon-White. The minutes were approved by a show of hands.

3. Matters arising from the minutes from the 10th AGM held on 24th April 2017

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 (presented by H Sorensen), a report the Apartment Block Sub Committee from P Reynolds, a report from the Treasurer from M Tovey and a report from the Scrutiny Sub Committee from A Olsen was summarised verbally and received.

4.1. Trees Planted by Developer – Member asked whether there was any recourse to Berkeley Homes for inappropriate planting. WMC did consider this, but impractical to pursue.

- 4.2. **Tree on Frenchay Road** – Member asked why a tree was felled on Frenchay Road. It was confirmed that this tree was located within a private garden, therefore it is the property owners decision to fell and not under WMC control. The tree root damage to the pavements was also discussed, with responsibility being confirmed as County Council jurisdiction.
- 4.3. **Replanting of Tree Line adjacent to Network Rail Land** – Member commented that there were gaps following the tree reduction last year. WMC confirmed that there are plans to plant whips in the gaps in the Autumn.
- 4.4. **Concerns about Gardeners** – Some concerns were raised regarding a lack of confidence in the ability of the gardeners. It was commented that standards had declined over the last few years. WMC did not agree with this and stated rather that many shrubs are reaching the end of their life and the grounds maintenance contractors have a replanting schedule. Also shrubs generally need regular pruning, some more severe than others, which makes them appear bare for a short time until re-growth. Members commented on the need for more colourful shrubs with flowers; WMC advised that this would be taken into consideration but that replanting is undertaken based upon the funds available. The feedback facility was promoted and members were encouraged to forward comments and suggestions throughout the year.
- 4.5 **Car Park Resurfacing** – Complains Close car park needs demarcation of bays. Works to be arranged.
- 4.6 **Management Agreement** – Member asked regarding the provision of removing FirstPort within the management agreement. WMC confirmed that the agreement is open ended with a standard termination with notice clause.
- 4.7 **Silt Clearance** – Member asked for clarity regarding the progress of the silt clearance. WMC confirmed that progress related to successful multi-party work rather than a reduction of incoming silt. 12 tonnes of silt was removed last year and further silt works are currently in progress. Stone weirs are being considered to trap silt in a small area, which will be easier to clear, and to stop so much silt moving down into the wildlife corridor. Berkeley Homes are assisting with this and have agreed to commission plans and specifications for the work. In view of recent experience and this proposed work with the help of Berkeley Homes, WMC consider that as much as possible has now been done to arrange the on-going management of the silt and watercourse issues. Therefore, as the acquisition of the freehold of the estate is the first object of the Memorandum of Association of the company, there is now no reason to hold up the transfer of the freehold of the estate from Berkeley Homes to WMC.

5. To receive the Certified Accounts of the Company for the year ended 30th April 2017 (Issued to all members 31 October 2017)

The Certified Accounts were received. This was proposed by J Moore and seconded by F Means.

6. To appoint Wenn Townsend as Independent Auditors to the Company and to authorise the Management Committee to fix their remuneration

Appointment was proposed by A Means, seconded by M Payne. Wenn Townsend 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 circulated before the meeting detailing statements from members who wished to stand for re-election.

A Mourby, A Olsen, A Hall, M Tovey and P Reynolds stood for re-election as directors due to the requirement to be re-elected every two years.

All nominees were put to one vote – proposed by D Wilson, seconded by H Buss. The motion was passed by a show of hands.

8. Close of meeting

The meeting was closed by A Olsen at 20.40