

# **Windsor Court (Swindon) Management Company Ltd**

Windsor Court (Swindon) Management Company Ltd

## **Annual General Meeting Monday 22 July 2019 6.30pm**

Justin Tomlinson MPs Office, First Floor Customer Service Hub, Orbital shopping Park, Thames Down Drive, Swindon, SN25 4AN

### **MINUTES**

#### **Present**

Jason Hunter, Director  
Linda Marshall, Director  
Rachel Organ, Director  
Stuart Kennington, Director  
Tim Clarke  
Maria Lally  
Barbara Rawle  
Vance Allen  
Kate Houghton (IYP)  
Charlotte Minchin (IYP)

#### **Apologies**

Paul West, Director  
Vivien Mayes  
Sovereign Housing Association

Kate Houghton opened the AGM with a welcome and introduction to all those present and provided an outline of the purpose of the meeting.

#### **1. Notice approving the Meeting**

There were no objections to the Notice issued by the members present and it was therefore unanimously approved.

**email**  
**telephone**  
**web**

**enquiries@itsyourplace.co.uk**  
**0330 660 0699**  
**www.itsyourplace.co.uk**

# **Windsor Court (Swindon) Management Company Ltd**

## **2. Service Charge Accounts to 30 June 2018**

A financial summary in respect of the Service Charge Accounts for the year ending 30 June 2018 was presented by Kate as follows:

### **Income & Expenditure 1 July 2017 to 30 June 2018**

• Service Charges, Receipts & Interest	£112,036
• Expenditure	£ 90,602
• Transfer to Reserves	£ 23,950
• Net expenditure over income	£ 2,516

The income and expenditure were mainly in line with the Service Charge budgets issued, with a variance in the Flat Schedule due to roof repairs and electricity charges, and the Gate Schedule due to Health & Safety Compliance.

The reserve funds associated with each schedule are detailed as follows:

### **Reserve Fund Summary**

• Estate	£18,684
• Flats	£17,587
• Coach Houses	£ 9,131
• Garages	£ 7,588
• Gate	£ 6,544
• Casual Parking Spaces	£ 1,168
• Bin Store	£ 1,841
• Cycle Store	£ 858
• <b>Net Reserves 30 June 2018</b>	<b>£63,401</b>

The Estimated Net Reserves as of 30 June 2019 is £96,800 which was recognised as being healthy net reserves to include the internal redecoration carried out during this period.

The independent accountants are preparing the Service Charge accounts for the period 1 July 2018 to 30 June 2019 and once signed off by the Directors, all members will receive a copy of the Accounts.

**email**  
**telephone**  
**web**

**enquiries@itsyourplace.co.uk**  
**0330 660 0699**  
**www.itsyourplace.co.uk**

# **Windsor Court (Swindon) Management Company Ltd**

## **3. Appointment of Directors**

One third of the Board is required to retire by rotation, and these must be the longest serving members, who can then put themselves forward for re-election. On this occasion Paul West and Stuart Kennington both retired by rotation and re-appointment was unanimously approved by the members present.

## **4. Any other Business**

### ***Appointment of Accountants***

The members present were asked if they were happy to appoint the accountants who provided the 2018 Service Charge Accounts to produce the accounts for the next financial year. Kate explained that the accountants are independent of IYP and of Windsor Court Directors. It was unanimously agreed by the members present to continue with Humber Business Services Ltd.

### ***Parking and Visitor spaces***

Visitor spaces are not marked and consequently are not being used properly by those deemed to be a visitor and residents are extending their parking area to using these spaces. IYP will seek costs to mark the visitor spaces "V" and provide a plan of Windsor Court to residents highlighting the visitor spaces.

Parking in designated bays across Windsor Court is important to not restrict access for emergency services and also pathways for pedestrians.

The gridding opposite 37-60 Brean Road deemed a success and a possible solution for further parking at Brean to gain additional parking spaces.

### ***Provision of Grit Bins for Estate***

The responsibility of the roads on Windsor Court lies in different areas and therefore need to understand which roads are adopted and the liability for both Swindon Borough Council and the Management Company.

IYP to understand from SBC what their policy on gritting is.

Other questions raised, "self help" not managed?

Where would the critical points be to position grit boxes?

This question has been historically raised and deferred due to issues with who would be responsible for ensuring the grit bins were full, who would spread the grit together with potential liability claims if the grit was spread incorrectly or if areas were missed this was not taken forward.

**email**  
**telephone**  
**web**

**[enquiries@itsyourplace.co.uk](mailto:enquiries@itsyourplace.co.uk)**  
**0330 660 0699**  
**[www.itsyourplace.co.uk](http://www.itsyourplace.co.uk)**

# **Windsor Court (Swindon) Management Company Ltd**

## ***NHBC Claims – 37 – 60 Brean Road***

The NHBC have visited several properties in this building due to cracking in the external walls. This has been followed up by a visit from a structural engineer to test holes to the rear of the property. NHBC are keeping IYP, the affected resident(s) and Bovis updated with their findings.

Have there been any road repairs on un-adopted roads? Block paving in areas have been repaired.

## **Pre-received Questions**

There were none presented.

There being no further business the meeting closed at 7.40pm.

**email**  
**telephone**  
**web**

**[enquiries@itsyourplace.co.uk](mailto:enquiries@itsyourplace.co.uk)**  
**0330 660 0699**  
**[www.itsyourplace.co.uk](http://www.itsyourplace.co.uk)**