

CITY QUAY MANAGEMENT (2001) COMPANY LTD

ANNUAL GENERAL MEETING 2017

Date and time: 10th July 2017 7.0 pm

Venue: Casemate No. 5, City Quay

Present: Gerry Proctor (Chair), Charlotte Bretherton, Lyndsey Colligan, David Higham and Olivia Smith (Directors), Philip Robinson and Richard Robinson (Wren), Alan Markham (Armstrong Quay), various leaseholders and residents.

1.0	WELCOME AND APOLOGIES
1.1	Gerry Proctor welcomed all present.
1.2	No apologies had been received.
2.0	MINUTES OF THE LAST MEETING
2.1	The minutes of the previous AGM, on 11 th July 2017, were accepted as a true record.
2.2	There were no matters arising from the minutes.
3.0	GOVERNANCE
3.1	According to the rotation of Directors, Charlotte Bretherton stood down. She indicated her willingness to continue to serve and was elected for a further term of office.
3.2	Gladys Williams wished to join the Board and was duly elected.
3.3	Kevin Melia wished to join the Board and was duly elected.
4.0	CHAIR'S REPORT
4.1	Gerry Proctor drew attention to his full, written report included in the Annual Report for 2016/2017. He outlined the significant improvements to City Quay over the past few years and the areas where further progress is required.
5.0	FINANCIAL REPORT
5.1	Philip Robinson guided residents through the accounts for year ended 31 March 2017.
5.2	In relation to Income and Expenditure, the apparent rise in electricity costs when compared to the previous year is due to a release in 2016 from the unbilled electricity accrual which resulted in a credit against the expenditure in that year.
5.3	The small surplus at year end (£7,439) had allowed the service charge to remain unchanged for 2017/2018.
5.4	The Balance Sheet shows arrears in service charge payments of £20,203. There is a time lag in collecting arrears but no sums are ever written off.
5.5	Replacement of windows in communal areas: Programme of window replacements to be published and residents to be given warning well in advance of the start of work.
5.6	Fire alarm testing: longer advance notice to be given to residents.
5.7	Treatment of balcony decking: residents to be reminded that they must take action to prevent drips from falling below.
5.8	Residents wish to develop a dedicated City Quay website.
5.9	Residents request that the Board publish a plan of work with allocated responsibilities.

5.10	Residents request that a risk assessment be produced for the site.
6.0	RESIDENTS' ISSUES
6.1	Written questions submitted in advance by residents –
6.2	<u>Enforcement of pet policy</u> : Breaches of policy can be followed up only if incidents are reported and name and address of offending pet owner supplied.
6.3	<u>Provision of carbon monoxide detectors in communal areas</u> : advice being sought.
6.4	<u>Fire evacuation policy</u> : Advice included in Annual Report to be displayed on notice boards. Advice being sought on fire risk associated with cladding to buildings.
6.5	<u>Sinking Fund/Major Works Plan</u> – Quotations from Building Surveyors are awaited. A five and ten year major works plan to be produced.
6.6	<u>Landlords' Licences</u> – robust action required to pursue leaseholders in breach of their leases, particularly in relation to inappropriate letting of their property.
6.7	<u>General Maintenance</u> : David Mault had been appointed by Wren to deal with minor maintenance issues.
6.8	<u>Frequency of residents' meetings</u> : Meetings of Directors and residents to be held quarterly in future.
6.9	<u>Implications of breaches of leases for insurance</u> : Cover is comprehensive. Wren to check position.
6.10	<u>Contractors</u> : Residents to be warned of the importance of checking the credentials of any contractor they employ. Risk assessment process concerning contractors on site to be reviewed by the Directors.
6.11	<u>Theme park at Festival Gardens</u> : Residents warned to be alert to any planning applications that might be made for this site.
6.12	<u>The Lake</u> : Residents strongly in favour of action to improve the water quality. Alternative estimates to be presented at next quarterly meeting.
6.13	<u>The Chair of the Board to be rotated</u> : Gerry Proctor stepped down and also resigned from the Board.
7.0	DATE AND TIME OF NEXT AGM
7.1	Monday 9 th July 2018, 7.0 pm
7.2	Interim general meetings to be arranged.