

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

February 2014

Dear Shareholder,

You are invited to the Annual General Meeting of South Hermitage Management Company Ltd. to be held at Radbrook Community Centre, Shrewsbury, SY3 6DZ on Tuesday 18<sup>th</sup> March 2014 from 7.30 to 8.30p.m. People are welcome to stay for some refreshments and informal time together after the business meeting.

Please find enclosed an agenda. If you are unable to attend and wish to make your views on agenda items known or to appoint a proxy to vote on your behalf please complete the proxy form attached and return to 28 Stones Square or email [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com) by the end of the day, 14<sup>th</sup> March 2014.

If there are important items that you think may need to be included in any other business because they are not on the agenda then please submit them to the directors at the earliest opportunity.

Yours faithfully,

Pam Bonner, Tom Brown, Mary Fraser, Anne Hasnip and Jean Waterman

Directors South Hermitage Management Company Ltd.

.....  
.

Name:.....

Address:.....

Telephone Number.....

I/we will/will not be attending the AGM on 18<sup>th</sup> March 2014

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Annual General Meeting 18<sup>th</sup> March 2014

Radbroke Community Centre  
Bank Farm Road, Shrewsbury, SY3 6DZ

7.30p.m.

### AGENDA

1. Welcome from Chairperson & housekeeping etc.
2. Apologies for Absence:
3. Director's Report
4. Resolution 1 – To accept the Minutes as a true record of the AGM 2013
  - Matters arising:
5. Resolution 2 – To accept the accounts & Treasurer's Report
6. Resolution 3 – To appoint the auditors
7. Resolution 4 – To accept the site report
8. Resolution 5 - To agree an option for continued garden maintenance work across the site.
  - *Option 1* – Continue with the status quo
  - *Option 2* – Exclude all areas, which are deemed to be private gardens from the gardening contract.
9. Any Other Business
10. Close of Meeting:

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Annual General Meeting 2014

### Director's Report

We are pleased that the site has returned to looking attractive and well attended. Comments received have been both positive and negative through the year and it seems that most of you are willing to have discussions about things when they need attention. This is how we can most effectively work together to keep the site looking good and functioning well.

At the last AGM a vote was called for with those present to indicate preferences in relation to common/private parts gardening maintenance. Overwhelmingly people voted to maintain the status quo and not to break down the costs into private and common areas and therefore we have not done this during the year. However, due to a continued demand for this to happen, we have provided the breakdown with this year's accounts and are offering another opportunity for all shareholders to vote indicating their preference.

We have made changes to the way the AGM is arranged to bring us in line with other organisations and so that it is entirely outcome focused and business-like.

Another change is that of the company solicitor, we now have Andrew Cross from Hatcher's who is available to act on behalf of the company as and when required.

We wish to thank you for your cooperation and appreciation of the work we have done to date.

Anyone who would like to consider joining us as a director would be very welcome and we are happy to discuss what this involves.

SHMC Ltd. Directors

Pam Bonner, Tom Brown (Chairman), Mary Fraser (Company Secretary), Anne Hasnip (Site Manager) and Jean Waterman (Treasurer)

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Annual General Meeting 2014

### **Site Report**

Since last year's Annual General Meeting SHMC has worked hard to maintain the site to a high standard. The tasks that have been undertaken include:

Securing a contract with Nick Turner Gardening for regular maintenance of the grounds.

Completing the outstanding work in Burlington Place. This entailed replanting trees, laying turf and planting the garden areas. In addition, property numbers and visitor parking signs were fitted.

Placing a ' Caution Children' sign at the entrance to Stones Square.

Improving the enclosed bin store under number 28 Burlington Place in an attempt to eliminate unpleasant odours.

Day to day maintenance throughout the site including replacing light bulbs, replacing and repainting a bin store door, repair of a broken paving stone, painting number 28 Stones Square and repair and maintenance of shared guttering.

We always endeavour to respond to shareholder's/ resident's concerns regarding any maintenance issues as quickly as possible and would encourage you to continue to advise us of any areas which need attention.

In early November, after consulting with and advising shareholders of our plans to undertake necessary maintenance in Stones Square, we appointed Andrew Rowson from Johnson Fellows to oversee the project. J & AV Rogers & Associates completed the work within budget and on time. Now that this work has been completed it is important that continued maintenance of the surface including re-sealing is undertaken on a regular basis in the future.

The SHMC Board has decided that the area of the site that next requires attention is the car park to the rear of Stones Square.

This will involve:

- Tidying up the boundary edging
- Filling all potholes
- Replenishing the gravel
- Erecting new signage for the parking bays

A proposed budget of £4000 has been earmarked for this.

Anne Hasnip (site manager)

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Annual General Meeting 2014

### Treasurer's Report

South Hermitage Management Company is a small limited company. We do not trade in the same way as other companies and we are a non-profit organization. The company has a registration at Companies House because of the requirements of the lease. The directors are volunteers who undertake to look after all common areas of the complex on behalf of the residents. The secretary and treasurer continue to receive a nominal honorarium for the positions they hold.

Nick Webb of DHH Accountants in Stourbridge prepares the accounts. The full accounts are forwarded to Companies House. The abbreviated accounts approved by the directors are useful to prospective future purchasers. You should all have received a summary of these accounts with the meeting agenda. The accounts, full and abbreviated, are available for scrutiny by any of you, the shareholders.

As a part of the finance 'package' you will find a breakdown of both the gardening and site maintenance costs. The gardening costs have been split between the 'common' parts and the 'private' areas. This will give you a clearer view of how much of your service charge is spent within these areas. The gardening costs do however cover some of the work which is more in line with site maintenance costing, such as painting the bin stores with wood preservative.

The project to repair the damaged areas of Stones Square has now been completed and as mentioned in the financial statement last year, has come within the budget plan. This does however leave us in the position of having once again to build up the funds for future projects.

The budget for 2014 is based on the service charge remaining at £25, which would seem to be adequate for the proposed projects for the forthcoming year.

Overall the company remains on a sound financial footing, holding a reserve of £10,000 whilst continuing to maintain all aspects of the site and take on projects to improve the complex where necessary.

Thank you all for your prompt payments, which enable us to maintain and enhance the site on your behalf.

Jean Waterman (Treasurer)

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Maintenance Expenses 2013

July	Vents fitted to binstore in Burlington Place	£150.00
August	Painting door and window / fitting new lock and post cage to site office	£120.66
August	Replace lamp in Stones Square	£84.76
September	Guttering repairs	£76.00
December	Purchase of timber and safety tape for Christmas Tree	£12.51
	<b><u>Total Expenses</u></b>	<b>£443.93</b>

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## **Gardening Expenses 2013**

<b><u>Expenses for upkeep of communal areas</u></b>	
Plants /Fuel /Wood preservative	£256.19
24 ½ days labour	£1,500.00
<b><u>Total Cost</u></b>	<b>£1756.19</b>

<b><u>Expenses for upkeep of private areas</u></b>	
4 days labour cutting box hedges	£480.00
8 days labour cutting grass	£960.00
<b><u>Total Cost</u></b>	<b>£1,440.00</b>

Private maintenance 12 days @ £120.00	£1,440.00
Divided between 60 shareholders=£24 per year per shareholder	
Divided by 12 months=£2.00 per month per shareholder	
<b><u>Total Gardening Expenses</u></b>	
Communal Areas	£1,756.19
Private Areas	£1,440.00
<b><u>Total</u></b>	<b>£3,196.19</b>

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## **South Hermitage Management Company Ltd** **Report and Accounts January- December 2013**

<b><u>Income</u></b>		<b><u>Totals</u></b>		<b><u>Totals</u></b>
	2013		2012	
Brought forward from previous year		£13,537.96		£6,198.46
Service charge Burlington Place	£10,850.00		£10,870.00	
Service charge Stones Square	£7,134.00		£7,109.00	
Additional receipts	£76.92		£773.00	
	<b>£18,060.92</b>	<b>£18,060.92</b>	<b>£18,752.00</b>	<b>£18,752.00</b>
<b><u>Total Assets</u></b>		<b>£31,598.88</b>		<b>£24,950.46</b>
<b><u>Expenses</u></b>				
Data backup	£39.60		£39.60	
Site Maintenance	£443.93		£435.80	
N Power	£474.00		£382.00	
DHH Accountants	£498.00		£481.00	
Church Hall	£45.00		£148.50	
Gardening	£3,196.19		£8,374.39	
Severn Trent Water	£36.12		£34.43	
Equipment	£73.00		£57.96	
Treasurer	£360.00		£184.07	
Secretary	£360.00		£184.08	
Insurance	£321.20			
Admin	£240.99		£185.67	
Refunds from overpayments	£25.00		£125.00	
Site Survey			£780.00	
Christmas Tree	£135.00			
Projects	£15,120.00			
<b>Total expenditure</b>	<b>£21368.03</b>	<b>£21368.03</b>	<b>£11,412.50</b>	<b>£11,412.50</b>
<b>Balance carried forward to next year</b>		<b>£10,230.85</b>		<b>£13,537.96</b>

Registered Company No: 3112420

Registered Office: 28 Stones Square, Belle Vue, Shrewsbury SY3 7JA



# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## **South Hermitage Management Company Ltd**

### **Budget 2014**

#### **Income**

Income brought forward from 2013	£10,230.85
Service Fees 60x25x12	£18,000.00
Service charge arrears	£157.00
	<b>£28,387.85</b>

<b><u>Expenditure</u></b>		
Data backup	£40.00	
Site Maintenance	£500.00	
N Power	£500.00	
DHH Accountants	£450.00	
Meeting Venue	£50.00	
Gardening	£4,000.00	
Treasurer	£360.00	
Severn Trent Water	£40.00	
Secretary	£360.00	
Insurance	£400.00	
Admin	£300.00	
Legal Fees	£1,500.00	
Project 1 Car Park rear S/S	£4,000.00	
Project 2 Re-seal S/S	£1,000.00	
<b><u>Total</u></b>	<b>£13,500.00</b>	<b>£13,500.00</b>
Estimated balance c/f to 2015		<b>£14,887.85</b>

Registered Company No: 3112420

Registered Office: 28 Stones Square, Belle Vue, Shrewsbury SY3 7JA

# South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury, SY3 7JA

email: [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com)

[www.southhermitagemc.com](http://www.southhermitagemc.com)

## Annual General Meeting of the Shareholders

### PROXY FORM

To be returned to 28 Stones Square or [contact@southhermitagemc.com](mailto:contact@southhermitagemc.com) by  
the end of the day **14th March** 2014

I declare that I am the owner of the addressed property below and hold one/two  
share/s in South Hermitage Management Company Ltd.

Name.....

Signature.....

Address.....

Tel. No.....

I send my apologies to the meeting and nominate the following  
Shareholder: ...../chair to vote in my  
absence where indicated:

<b>Resolution 1</b> (Minutes)	*for	*against	*abstain	*as the proxy thinks fit
<b>Resolution 2</b> (Accounts)	*for	*against	*abstain	*as the proxy thinks fit
<b>Resolution 3</b> (Appointment of Auditors)	*for	*against	*abstain	*as the proxy thinks fit
<b>Resolution 4</b> (Site Report)	*for	*against	*abstain	*as the proxy thinks fit
<b>Resolution 5</b> <b>Option 1.</b> Continue with status quo <b>Option 2.</b> Exclude all areas which are deemed to be private gardens from contract	*for	*against	*abstain	*as the proxy thinks fit
	*for	*against	*abstain	*as the proxy thinks fit

\*Strike out whichever is not desired. If no indication is given, the proxy may vote  
as s/he thinks fit.