

South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury SY3 7JA

email: contact@southhermitagemc.com

www.southhermitagemc.com

Minutes of Annual General Meeting

Online via Microsoft Teams

6.30pm, Wednesday 14 April 2021

(rescheduled from 24 March 2021)

1. Welcome & Housekeeping

Matthews Welcome

Matthews' director Kevin O'Reilly opened the meeting, welcomed everyone and introduced himself and block manager Malwina Michalska. Kevin and Mal would be conducting the meeting.

Directors' Statement

David Moorcroft thanked everyone for attending. The directors were grateful to Matthews of Chester (Kevin, Mal and their colleagues), site gardener Simon Hawkins and all those residents who regularly contribute to keeping things running smoothly. In particular, there had been a lot of good neighbourhood spirit where people had come forward to help others during this time of pandemic.

Guidance on use of Microsoft Teams App

Guidance notes about how to join the AGM online had been sent in a previous email. All attendees were able to access the meeting, and all participants were visible. It was requested that no recording devices be used.

Attendance

Shareholders

Mary Fraser, Director

David Moorcroft, Director

Jean Waterman, Director

Jan Childs

Anne Hasnip

Hilary Moorcroft

Lewis Moorcroft

Janet Rowson

Pam Watson

Managing agents

Kevin O'Reilly, Director, Matthews of Chester

Malwina Michalska, Block Manager, Matthews of Chester

2. Apologies & Proxy Votes

Apologies

Frances Barlow

Diana Buckle

John Lafferty

South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury SY3 7JA

email: contact@southhermitagemc.com

www.southhermitagemc.com

Andrew Richards
Mr & Mrs Turner

Proxies

- Ms Buckle transferred 2 proxy votes to Mary Fraser
- Mr Lafferty - 1 proxy with voting to pass all ordinary resolutions

3. **Approval of Minutes of the last AGM (26 March 2019)**

Previously circulated with the formal meeting documents, the minutes were approved as an accurate and true record by a majority in favour.

4. **Matters Arising**

There were no matters arising.

5. **Presentation & Acceptance of Accounts, Year-end 31 December 2020**

Circulated in advance of the meeting, the accounts could also be referred to in Matthews's screen presentation as Kevin set out the key issues and gave attendees the opportunity to ask questions.

Major expenses related to grounds upkeep, repairs and maintenance, management charges (the management fee had remained the same), light and heat, and a one-off Health & Safety roof survey.

Income reflected a £5 per property reduction that had been made to the service charge, effective from January 2020.

Turnover for the year, £25200, was in line with the budget. Surplus moneys of £6928 had been transferred to the sinking fund.

The 2020 company accounts were approved by a majority in favour.

6. **Site Report**

The site was largely in good order, reported Mal. Gardener Simon had continued to maintain the grounds to a high standard throughout lockdown, and his work was widely appreciated (see AOB regarding Burlington Place's box hedges).

Ongoing maintenance had included guttering repairs to some properties in Stones Square. Problems regarding a BT access cover had been rectified. New signage (following installation of a new fence) had been procured for some of the lower Stones Square properties. Resident/Visitor signage would be reviewed at a future site visit.

More recent repairs and maintenance had included emergency drain unblocking in Stones Square and Burlington Place.

South Hermitage Management Company Limited

28 Stones Square, Belle Vue, Shrewsbury SY3 7JA

email: contact@southhermitagemc.com

www.southhermitagemc.com

The upgrade of the communal TV system now allows any property to get Sky Q. The cost has been borne by SHMC as it was considered that it provides a communal service.

Matthews had engaged in written communications with residents on external decoration to individual properties, and cleaning of communal render was being carried out. Quotes had been obtained with regards to the resealing of Stones Square, with work to proceed shortly.

7. Appointment of Auditors

The appointment of Mitchell Charlesworth, Chartered Accountants, as SHMC's new auditors was approved.

8. AOB

Box hedges in Burlington Place/Review of gardener's brief

Ms Childs expressed concern about the gaps in the box hedging. Also discussed were other areas about the site that may require attention, eg moss removal/overgrown ivy on brickwork of former TV aerial storage building. These will be discussed with the gardener and action agreed.

Data breach

The breach was a slip-up that arose because of the way in which shareholders were notified about the AGM being set up on Microsoft Teams. It was a minor breach, with no adverse effects on any individual shareholders reported. Matthews had logged the incident, apologised and have reviewed their procedures to avoid this happening again.

Director recruitment

A proposal form to become a SHMC director was circulated with the AGM papers. It was reported that no nominations had been received.

Close of Meeting

Kevin thanked everyone for attending, and the meeting closed at 7.47pm.