

# South Hermitage Management Company Limited

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

## Extraordinary General Meeting of the shareholders

7:30 pm Tuesday 17th July 2012

The Methodist Church Hall, Belle Vue Road, Shrewsbury

### Apologies

Frances Barlow, Mary Fraser, Michael Honeychurch, P.D Lewis, Helen Morrison, Felicity & David Palacio, R.A.M Richards, Ron Turner, Mike & Julie Walters, Jean Waterman,

### Attending

Stephen Afleck, Pam Bonner, Alistair Brierley, Tom Brown, Diana Buckle, Val Bywood, Jan Childs, J Davies, Tim Devanney (for Mary Fraser), Diane Elmes, Diana Gould, Anne Hasnip, Kerri Horton, Mike Jones, M. A Jones, J G Lafferty, Tom Moffitt, David & Lewis Moorcroft, Michael Nettleton, Steve Parry, S M Pyne, ES Reeve, Alan & Tina Roberts, Lisa Wood.

### Election of Chair

Alistair Brierley explained that under the rules governing the company he could not act as chair. He would therefore act as legal advisor only unless he was specifically requested to chair the meeting by a unanimous vote. After discussion with members he was proposed, seconded and unanimously appointed.

### Minutes of 14<sup>th</sup> May 2012 Extraordinary General Meeting of the shareholders

Discussed and accepted by the meeting

### Functions of the board

The Chair emphasised that he wished the meeting to look forward rather than address what had happened in the past. There was then discussion about how the board should function focusing on:

- good practice regarding the separation of roles
- the need for agendas to be short and sharp
- the need for decisions to be agreed by a majority attending a meeting and to be recorded either a majority or unanimous decision
- the role of committees. It was noted that they should only be required for specific tasks that may need to be completed on behalf of the board.

### Decisions requiring shareholder approval

There was some discussion about what items should be brought to shareholders for approval. The consensus of the meeting was for directors to exercise informed judgment distinguishing between site maintenance and improvements, bringing significant improvements to shareholders.

### Immediate site work

The meeting was asked to highlight outstanding site maintenance issues and

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

the following were noted:

The completion of work in Burlington Place including:- repainting numbers on parking bays, replanting trees and re-turfing. Members indicated work on other areas of the site including: making good the surface of Stones Square, attending to the raised beds, backs of Burlington Place and Stones Square, maintenance of borders, hedges and shrubbery. Matters concerning individual properties such as repair and maintenance of guttering, discolouration of render, the colour of original door and window frames and the use of UPVC replacements were also discussed. It was noted that communal areas only were the responsibility of the board.

There was opportunity for shareholders to comment on the work they had seen so far. Some shareholders volunteered their services. There was also discussion about the types of safeguards shareholders would like directors to consider when arranging future work.

## **Company information**

There was discussion regarding access to information including emails, the register of shareholders and decisions and minutes of the company for the past 10 years. Financial details are also required to enable the Treasurer (Jean Waterman) to proceed with her duties. Diane Elmes agreed to assist.

## **Email account & website**

The need to set up a company email account and dedicated website was noted.

## **CRB**

It was confirmed that there was no need for any of the officers to undertake CRB checks.

## **Way forward/review of events**

The consensus of the shareholders was that they would like to see board members working together.

One director, Jan Childs proposed a vote of no confidence in the whole board. It was advised that this was not possible and the proposal was not put to shareholders to vote upon.

Shareholders expressed a wish for the current board to work together for at least the next 6 months and to provide copies of minutes highlighting the decisions made.

## **AOB**

The Chair summarised the meeting including the expressed wish of shareholders that the board will strive to work together to fulfil its obligations. In addition the Chair stated that on this occasion he would waive his fee for facilitating the meeting.

The meeting closed at 9.35p.m.