

MINUTES of the ANNUAL GENERAL MEETING

of

**ST BENEDICT'S (TOOTING) MANAGEMENT
COMPANY LIMITED**

held on

MONDAY 24 JUNE 2009

at 7:00 P.M.

in the conference room at the

TRIDENT CENTRE

BICKERSTETH ROAD, TOOTING, SW17

PRESENT : Mr Ravi Joshi - Director
Mrs. Nicola Hagerman - Director
Various shareholders as detailed on the attached Attendance Form
Mervyn Lyndon - Rendall & Rittner
Pauline Crossland-Taylor - Rendall & Rittner

**1. TO WELCOME SHAREHOLDERS TO THE MEETING AND RECORD
APOLOGIES FOR ABSENCE**

Ravi Joshi welcomed those present to the meeting and stated that apologies for absence had been received from the following shareholders:

Three proxies were recorded from Mr. Bradford who gave his proxy to Mr. Wickens and Mrs. Durkin and Mrs. Batchelor, both of whom had give their Proxy to Kevin Herrmann.

Apologies, but no proxy, had been received from Mr. Johnson and Miss Bunce.

Mervyn Lyndon, representing Rendall & Rittner Ltd. as Company Secretary, was requested by Mr Joshi to Chair the meeting.

2. TO RECEIVE AND APPROVE THE MINUTES OF THE AGM HELD ON 30 JUNE 2008.

There being no issues arising from the AGM held on 30 June 2008. Mervyn Lyndon requested that the Minutes of the AGM be approved. This was proposed by Kevin Herman and seconded by Tim Crowther and carried unanimously.

**3. TO RECEIVE AND ADOPT THE REPORT OF THE DIRECTORS AND THE ACCOUNTS
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2008.**

The report of the Directors having been circulated was taken as read and Mervyn Lyndon proposed that the accounts for year ended 30 June 2008 be received by the shareholders. The motion was proposed by Kevin Hermann and seconded by Tim Crowther and carried unanimously.

4. **TO RE-APPOINT PB ASSOCIATES (previously known as PRIDIE BREWSTER) AS AUDITORS TO THE COMPANY AND AUTHORISE THE DIRECTORS TO FIX THEIR REMUNERATION**

The existing auditors, PB Associates, were proposed for re-appointment for the current year by Kevin Herman and this was seconded by Tim Crowther and duly adopted, the Directors being authorised to fix their remuneration.

5. **TO DEAL WITH THE RETIREMENT, APPOINTMENT, NOMINATION AND ELECTION OF DIRECTORS**

Mr. Ravi Joshi stood down by rotation and having previously indicated his willingness to stand for a further year was proposed by Kevin Herman and seconded by Daphne Lucas and he was duly re-elected.

Mr. Derek McLean offered to stand as a Director. There was no proposer or seconder so his offer was turned down.

6. **TO REPORT ON THE MANAGEMENT COMPANY'S PROGRESS ON MAINTENANCE WORKS TO THE ESTATE CLOCK TOWER, FENCING AND PAVING/HARD SURFACES.**

Clock Tower Renovation.

Mervyn Lyndon reported on the work that had been carried out to the Clock Tower and completed in March 2009. Jon Hallas of Smith Baxter had negotiated 50/50 funding with Wandsworth Council to include funding of additional works found necessary. It was reported that the light was currently not working.

Fencing Repairs

No additional works had been necessary following those completed last year.

Paving/Hard Surfacing Repairs

Mervyn Lyndon confirmed that the hard surfaces were being monitored and there had been another issue in the Carlisle Way car park where the paving had been laid straight onto a mixture of earth and hardcore but with no sand or compacting.

Mrs. Cotton of Carlisle Way reported that she was having problems with subsidence from trees but as they all had Tree Preservation Orders it was going to be difficult to persuade Wandsworth to allow any major works to them.

7. **TO DISCUSS THE CORRECT PROCEDURES FOR RESIDENTS TO DISPOSE OF (A) GENERAL DOMESTIC WASTE, (B) RECYCLABLE WASTE INCLUDING JUNK MAIL AND (C) LARGE ITEMS OF WASTE AND TO INFORM SHAREHOLDERS AS TO THE COST TO THE ESTATE OF RESIDENTS NOT FOLLOWING THE CORRECT PROCEDURES.**

There was a general discussion about the problems with waste. It was suggested that perhaps black sacks should be issued in the same way as the recycling sacks were issued. There was a problem with the storage of the recycling sacks as the flats were very small and most people had more recycling waste than general waste now. The council will only remove three categories of domestic waste:

(a) general household waste in sealed black bin bags, which should be put in bins with secure lids

(b) Waste permitted for re-cycling in sealed orange bags, which should only be left out on Sunday nights

(c) Large items for which the residents have made prior arrangement with the council to be removed as a special collection, a service for which the council will charge the residents.

Any waste not disposed of as above makes the estate look unsightly, attracts foxes which break open the bags and spread litter which has to be removed by the gardeners who charge for this work, which affects the level of the service charges paid by the Estate.

A query was also raised as to whether the local authority could be approached to supply large paladins/eurobins. In response Mervyn Lyndon advised that there was no appropriate place that these could be kept, Kevin Hermann advising that this had been previously investigated, and shareholders decided that this was not an Estate management problem, but regretfully one for individual house owners. There was also a suggestion that the bin store areas should have some sort of roof and gate to stop the local wildlife from scattering it around the estate. It was agreed to try a gate on one enclosure and see if it helped. There was also a request for a separate enclosure for the orange sacks.

It was further agreed that information about the rubbish removal should be translated into other languages for the newsletter and Mr. Dowell offered to do this on behalf of the estate.

8. FREEHOLD TRANSFER

Ravi Joshi advised that the freehold of the flats had now been transferred having completed in the latter part of 2007 and finally all the amenity land had also been transferred. The entire freehold was now in the ownership of the Company.

9. LEASE EXTENSIONS TO 999 YEARS AND THE LEGAL COSTS

Having completed the freehold transfer Ravi Joshi advised that the next stage was to grant 999 year leases. The anticipated cost of this was circa £300 per leaseholder plus an admin fee from R&R. This figure being subject to a number of leases, say 50, being dealt with at the same time as it was recognised that not all leaseholders were likely to take advantage of extending their lease.

The solicitors had agreed a figure of £300 for each set of 50 extensions
£350 for each set of 25 extensions
£400 for each set of 10 extensions
£500 for each one off extension.

It was suggested that that a suitable letter be drafted for circulation to all leaseholders of the advantages of extending their lease..

10. ANY OTHER BUSINESS.

10.1 HML Shaws

Mervyn Lyndon raised an issue of the money that was originally owed to St. Benedict's from HML Shaws. It had initially been in the region of £26,000, but R&R managed to get most of this returned but there was still an amount of around £5,000 left over. Having taken legal advice it was agreed that it was better to write this off as the legal fees for recovery would be in the region of £10,000. The Directors wanted approval for this. Kevin Hermann proposed and Jill Cotton seconded.

10.2 Dogs

A query was raised about dogs living on the estate and causing a nuisance. Heather Dowell said that the Spanish lady who lived in the Close had been reprimanded by the community police for walking her dog in the gardens.

10.3 Satellite Dishes

There was a complaint that Community Vision was very expensive to connect to the satellite through and was it possible if 4 lessees in a block wanted a dish to go ahead. The directors' approval would be needed in every case. There was a dish in Church Lane that needed to be removed.

10.4 Security

Ian Fenn mentioned the problems of security of the post boxes. Ravi Joshi had a device on order which would hopefully make them safer. R&R would be interested in any ideas as replacement was prohibitive.

The main front panels of the entryphone systems needed replacement when one was found that fitted.

It was agreed that dummy CCTVs would be installed in a few areas around the estate but particularly in Lime Tree Walk where there had been a recent mugging. CCTV was really only useful if it was recording and the film was checked but with the correct signage and lighting it would help to make the area safer and possibly stop some of the graffiti. PCT would look at the costs. Some areas needed prickly shrubs to make escape routes less easy to use.

10.5 Major Works

When these took place notice needed to be given 48 hours in advance so that people could arrange to be around to open windows. It was requested that masking tape was used this time as on some windows there was still paint left over from the last time.

10.6 Gardens

There was a request for more bulbs to be planted in the gardens to add some colour.

Ian Fenn complained about the branches that had been dumped in the garden behind his block by the house owner next door. Access to this garden was difficult as only the gardeners had the key and then only one.

There was a vote of thanks to the gardeners who succeeded in keeping St. Benedict's looking good and doing a difficult job keeping the rubbish down.

10.7 Light bulbs.

A leaseholder queried when spent light bulbs were changed. In response it was noted that the cleaners changed the strip lights but that circular lights should be reported to R&R. It was also noted that the replacement of the circular fittings required an electrician and that due to this instructions to replace were batched up to keep costs to a reasonable level. It was suggested that there should be a three monthly inspection to check all lights in the communal areas.

10.8 Neighbourhood Watch Scheme.

A resident mentioned that local youths were again interfering with the post and taking letters out of the post boxes, R&R being asked to make the local Royal Mail sorting office aware of this.

Derek Maclean gave a vote of thanks to RJ and NH for all their work.

There being no further business the meeting concluded at 8:35pm.

Attachments:-

Attendance Form

Extract from Residents Guide re Disposal of Rubbish and recycling

Draft Minutes issued 10th July 2009