

Crinnis Wood Management Company Limited

Minutes

AGM 11th September 2014

Crinnis Wood Management Company Limited

Annual General Meeting

Thursday 11 September 2014

Carlyon Bay Hotel, Churchill Suite @ 19.00 hrs

Attendees

Directors	Mrs J M West (Chairman) Mr P Fitzgerald Mr P Harrison
Company Secretary	Mr Christopher Anderson – Smiths Gore
Mr & Mrs J Gay	- No 9
Mr K Nicholls	- No 10a
Mr & Mrs P Harrison	- No 12
Mr W Connolly	- No 14
Mr & Mrs G West	- No 15
Mrs A Fox	- No 17
Mr J Mallett	- No 18
Julia Keep	- No 19
Mr & Mrs N Sargent	- No 24
Mr P Fitzgerald	- No 26
Dr P Daza Ramirez	- No 29
Mr R Timmins & Ms S Matta	- No 31
Mr P Broughton	- No 32
Mr M Tennant	- No 35
Mr B Martin	- No 36

Apologies

Mr & Mrs P Nash	- No 7a
Mrs J Nash	- No 10
Mrs Nicholls	- No 10a
Mr & Mrs J Mc Kay	- No 11
Mrs D Mallett	- No 18
Mrs G Billings	- No 20
Mrs E Fitzgerald	- No 26
Mr M Karnon	- No 27
Mrs B Tennant	- No 35
Mrs J Martin	- No 36
Mr & Mrs M Carter	- No 39

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Welcome and introductions (Mrs J West Chairman)

Mrs West opened this AGM by welcoming all attendees and introducing the board and other helpers. She then gave a brief summary of the past years' events, including changes to the board and the winter's storms and the remedial action taken to address any damage to the woodland. The Forestry Commission Woodland Management Plan has been accepted and we have a grant to cover the production of this plan. She put out a call for volunteers and urged members to sign up to the website, where much useful information, including a list of reliable tradesmen, is to be found. www.crinniswoodmanagement.co.uk

1. Apologies for absence

2. To receive and if approved, adopt the Accounts for the year ended 31 December 2013

A J Wheeler prepared the unaudited accounts for presentation at the AGM. The following points were noted:

- a. Mr Fitzgerald explained why there had to be two sets of accounts; the Financial Statements and the Service Charge Accounts. Accounts are needed in this format to comply with the requirements of Companies House.
- b. Dr Ramirez suggested that the company accounts should be circulated to the members before the AGM. Smiths Gore agreed to do this when sending out the draft AGM agenda.
- c. Ground maintenance. Residents are very happy with Mr Scrace's work.
- d. Mrs Gay asked about the seemingly high figure of debt carried forward at the end of the year. It was explained that this was due to its being the end of the year timings - the invoices are sent out in mid-December but the fees are not due until 1st January, so at the 31st December appear as debtors. A question was asked about persistent debtors. There are 2 or 3 and these are being dealt with by CA. It was then **proposed by Mr Sargent** that the accounting year be moved to 31st March to give a truer picture of the financial position. This was **seconded by Julia Keep** and was **carried unanimously**. It was then discussed as to how this could be implemented. It was suggested that the next accounting year (2015) would be 15 months, ending in April 2016. This was **proposed by Mr Sargent** and **seconded by Julia Keep**. This was **carried unanimously**. Smiths Gore agreed to check the legal position on this in case it caused problems.
- e. All expenditure, apart from the tree work, was on budget.
- f. CWMCL need a reserve to deal with tree emergencies. To mitigate risk, CWMCL instruct a tree survey every two years, which will highlight any urgent tree problems requiring remedial action. There is a systematic plan in place which should demonstrate due diligence should there be a claim against CWMCL.

It was proposed that we adopt these accounts. **Proposed by Dr Ramirez, Seconded by Mr West. Carried unanimously.**

3. Election of Directors

Under the requirement of one third of Directors to retire at each AGM, Mr Peter Fitzgerald stood down as a director having served a full term of office. He was proposed for re-election and this was **carried unanimously**.

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Mrs Jane West remains as Chairman.

Mr Peter Harrison, who was co-opted to the Board after the last AGM, stood for election, and was **proposed by Mr & Mrs J McKay** (in writing) and **seconded by Julia Keep**. **Carried unanimously.**

Mrs Alicia Fox was **proposed by Mrs Jane West** and **seconded by Dr Ramirez**. **Carried unanimously.**

4. Review of Accountant and Auditor services

Mr. Anderson advised that the services provided by the accountants and the auditors have been satisfactory.

It was proposed that we continue with this arrangement. **Proposed: Mr Peter Harrison, Seconded: Mr G West. Carried unanimously.**

5. Agree 2014 Annual Service Charge

Mr Anderson outlined the proposed budget for 2015 as £15,720. This equates to £374.29 per household.

It was proposed that the 2015 Annual Service Charge will be set at £375 per household. **Proposed: Dr Ramirez, Seconded: Mrs Alicia Fox. Carried Unanimously.**

6. Payment of the Annual Service Charge

Mr Anderson advised that the charge is due for payment in full on 1st January 2015, invoices being sent out on the 20th December 2014. Payment by monthly instalments is accepted and any householder wishing to do this should inform Mr Anderson. If the charge is not paid in full by 31st January 2015, a further £30 administration charge will be added to the account, as in 2013 and 2014. The additional charge also applies to anyone paying in instalments by standing order. There was a question as to how we are dealing with arrears. Mr Anderson is corresponding with persistent debtors and these will be pursued in the Small Claims Court if necessary.

Invoices are able to be paid by electronic payment, the account and reference details as follows:

Bank: Nat West

Sort Code: 54-21-38

Account Number: 28619005

Account Name: Smiths Gore Client Account

Payee Reference: <NNNNNN> <HH>WRP

<NNNNNN> is your tenant reference number as found on your invoice and <HH> is your house number.

7. Woodland Update

Mr Anderson provided the following information:

- a. **Phytophthora infection/rhododendron clearance.** The clearance works are now complete and any regrowth is being sprayed off, the full costs have been covered by central government grants. The site is still classed as a contaminated site and CWMCL will work to have this removed as swiftly as possible, but it will remain in place for some time due to the infection remaining in the ground for several years.
- b. **Woodland Survey.** The main woodland survey was last carried out in 2013 and is due to be re-commissioned in 2015. The annual survey of the railway line has been completed for 2014 and it is being identified whether any remedial works are required to be carried out.
- c. **Woodland Management Plan.** The plan has been completed in line with the proposals agreed in the 2013 AGM. The plan has been approved and works are due to commence in early 2015. The level of work will be limited to the £2,000 budget and CWMCL are currently discussing the works with contractors in order to maximise the impact of the works.
- d. **Removal of trees for firewood.** Householders are still able to use fallen timber for use within Wheel Regent Park. Two areas have had the restrictions lifted to allow clearance of fallen timber. CA is tendering these works at present.
- e. **General use of Woodland.** The woods are to be enjoyed by members and guests but all members must remember that use is exercised at their own risk and to be aware of adverse weather and winds and the effect that these can have on woodland/trees. Any use of the woods for dumping of waste will encourage use by non-members, which CA is dealing with at present, and may invalidate any grants that may be able to be claimed under the WMP in due course as it had been noted by the Forestry Commission.
- f. **Requests for removal of trees/works to trees.** The process outlined in the 2013 AGM has been followed by various householders and if approval is granted by the Council, CWMCL will most likely consider removal of trees within their ownership favourably. The costs of obtaining permission and tree works are to be borne by the householder, not CWMCL.

8. AOB

Mrs Gay (No 9) reported having seen evidence of charred wood in the woodland. Advised that there has been no burning work carried out by the company recently. Members were asked to act as 'eyes on the ground' and to report any potential antisocial behaviour to CWMCL or via the Neighbourhood Watch Scheme, run by Phil Broughton (No 32).

Mr Tenant (No 35) asked for confirmation of the number of members required for a quorum at an AGM and was advised by Mr Anderson from the Memorandum and Articles that the figure is 8.

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Peter FitzGerald (No 26) raised several points:

- a. Advised that vehicles are parking in the entrance to Wheal Regent Park. Although this is not a Company issue, he took the opportunity to bring the matter to the attention of the members. After some discussion, it was felt that an application to the Parish Council for an extension of the existing yellow lines would not stop this illegal parking unless a traffic warden was present. An item will be placed in the Newsletter to gauge the wider view of residents.
- b. Trees. Mr FitzGerald highlighted the problem of falling trees and reminded members to check their household insurance included adequate cover for their boundary fence and garden items in such circumstances. Mr Broughton advised that he has checked and that his own insurance included cover for his boundary fence.
- c. Insurance. The Company is insured against a claim of liability should a tree cause damage but a claim will only be accepted if it can be proven that there was negligence on the part of the Company. Mr FitzGerald outlined two recent court cases involving damage by falling trees, both of which exonerated the owners because they were able to prove reasonable care had been taken in the maintenance of the trees in question. CA outlined the insurance policies held by CWMCL, as recently confirmed in the Summer 2014 newsletter, and the process of tree management/safety employed by the company.
- d. Peter Harrison has written in the Newsletter about garden waste being dumped in the woodland, providing details of the Council Waste Collection service in our area and details for the purchase of a green bin or waste bags to facilitate this collection. Leaflets were available at the AGM.

The meeting was brought to a close at 20:23

22nd September 2014