



Minutes

Meeting: Annual General Meeting of Ruskin Court Residents Limited

Date: Wednesday 28th September 2022 at 5:15pm

Location: St Johns Church Hall, Church Hill, Knutsford, Cheshire WA16 6DH

In Attendance: CT
KT
MC
JS
VW
GP
AS
MS
DB
Emma Bonham-Grant (EBG) – Domain

Item No.	Description	Responsible Person
	<u>Apologies and Proxies</u> AW of number 4 and proxy vote was given to Gary Purcell of number 8 JM of number 10 and proxy vote was given to Gary Purcell of number 8 SS and CS of number 7 and proxy vote was given to Maureen Smith of number 5 SM of number 36 and proxy vote was given to John Seymour VG of number 34 and proxy vote was given to the chair person VL and SL of number 9 and proxy vote was given to Gary Purcell of number 8 XB of number 1 and proxy vote was given to Raye Brooke Apology from 38	
1.	<u>To receive and accept the Minutes for the last Annual General Meeting</u> These were accepted as a true and accurate records of the discussions had.	
2.	<u>To receive and accept the Accounts for the year to 25th December 2021</u> The accounts were received and accepted.	
3.	<u>To Appoint Accountants to the Company</u> Morton Baxter Associates Limited were re-appointed as Accountants to the Company from the conclusion of this meeting, until the conclusion of the next Annual General Meeting, and authorised the Directors to fix their remuneration.	
4.	<u>To Appoint Directors to the Company</u> Mr John Seymour, as the longest standing Director is up for rotation and will be standing for re-election. EBG explained that a number of new people had been nominated for the role of Director and given consent to act. A vote via show of hands at this meeting would now be needed to appoint each person. Before a vote via show of hands could take place, JS requested that a poll vote be used instead which was seconded by VW. This was requested using clause 58 (b) of the Companies Act 1948, 1 st Schedule and Table A.	

	<p>EBG then read aloud the clause in question and explained to the meeting that a poll vote would now be sent out to every member, with a return date. Members will be asked to make a vote for or against every nominated Director as listed below. After the closing date the votes will be counted and those with 50% or more votes to stand will be accepted onto the Board of Directors. EBG then read aloud each nominated Director, the nominee and that they have consented to act.</p> <p>It was requested that the voting form includes whether the nominated Director owns an apartment, maisonette or house.</p> <p>Andrew Whipp was nominated by Gary Purcell and has given his consent to act. Jacqui Mitchell was nominated by Gary Purcell and has given her consent to act. Maureen Smith was nominated by Val Leete and has given her consent to act. Val Leete was nominated by Mr & Mrs Sauvain and has given her consent to act. Xavier Brooke was nominated by Vanessa Williams and has given his consent to act.</p>	<p>EBG to arrange a poll vote.</p>
<p>5.</p>	<p><u>Any Other Business</u></p> <p>Cleaning and gardening tenders EBG explained that the previous cleaner and gardener had made their decisions to stop services to Ruskin Court. Therefore, a tender process to appoint a new cleaner and gardener was undertaken. A schedule of works for each service was drawn up and agreed by the Directors and 3 companies for the cleaning and the gardening sent their costings based on the schedules. The Directors made the decision to appoint new contractors based on cost. Cleaning is carried out fortnightly and gardening fortnightly during the summer months and monthly during the winter months.</p> <p>New budget process EBG explained that going forward a draft budget will be drawn up 2 – 3 months ahead of the deadline date being 25th December and sent to the Directors. Following approval from the Board of Directors the new budget will then be issued to all members along with a copy of the previous budget. GP asked if the new Directors will be making the decision for the budget that is due this December and EBG confirmed that they would. GP asked when the cut-off date for the decision is and EBG confirmed it would ideally be decided by the end of November.</p> <p>Negotiations for the PA Ross parking spaces EBG explained that if Ruskin Court would like an increase in the parking fee from P A Ross then one of the members would need to volunteer to carry out the negotiations with them. GP volunteered to do this role and EBG will send him the details. GP mentioned that he is aware that less people are using the P A Ross building and therefore they may not want to renew at all.</p> <p>Insurances for all buildings It was agreed that GP and EBG will work together to gather quotes from insurance brokers next year when the insurances are due for renewal. EBG mentioned that we would need to make sure we include separate costings for the apartments buildings insurance, the maisonettes buildings insurance, the public liability insurance for the estate and the Director and Officer insurance. GP stated that the most recent insurance certificate needs to be displayed within the apartment building.</p> <p>More information regarding changes to the lease EBG explained that neither herself nor the Board of Directors are able to make any changes to the lease. If a change to the lease needs to take place it has to be agreed by every owner and the freeholder. It then needs to be drawn up by a Solicitor, signed by every owner and registered at Land Registry. GP asked if EBG has access to all the leases, EBG stated that she doesn't but can get access via Land Registry.</p> <p>Lowering the reserve fund for the apartments in 2022 GP stated that the apartments have received large increases over the last few years which were agreed by the Directors at the time without consulting with the apartment owners first. These monies were collected and put into a reserve fund for roof replacement works and other major works that are not needed for a number of years. EBG explained that it is the responsibility of the Board of Directors to discuss and collectively agree the annual budgets and that decision is made on behalf of all the members. Consultation is not required. JS stated that the estate budget has grown as much as the apartments budget to which GP</p>	<p>EBG to send GP the details.</p> <p>GP & EBG to work together. EBG to arrange certificate.</p>

