



# 1 - 4 Portland Square Management Co Ltd

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## *AGM Meeting Minutes*

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**Venue:** ST PAULS LEARNING CENTRE, 94 GROSVENOR ROAD, ST PAULS, BRISTOL, BS2 8XJ.

**Date:** Wednesday 11<sup>th</sup> September 2019

**Time:** 5:00pm

Due to the new GDPR legislation we no longer list the attendees in the Minutes or the Apologies given. We do keep a record for the Company files. There were enough attendees to reach a quorum.

A total of 8 members attended.

4 apologies were received.

Dominic Mencner (DM) welcomed the meeting and introduced himself and Adam Jones (A) from HML .

## **1. Welcome and Introduction**

- 1.1. DM welcomed everyone to the AGM covered housekeeping and the structure in which the AGM will run. Due to being a company AGM there were a number of formalities that are required.
- 1.2. DM explained that the first formality of the meeting is to review the 2018 company accounts. Due to this being a Residential Management Company (RMC), the Company is only required to file dormant accounts with Companies House.

## **2. To receive the Minutes from the last AGM - Matters Arising**

- 2.1. DM went through the previous minutes and updated all on any matters arising from the 2018 AGM.
- 2.2. DM explained the refuse bins are taken out by a private contractor and are supposed to be placed back into the bin store by the Council waste collectors.
- 2.3. HML are aware this is currently not happening and are in communication with the Council to remind them of their agreement.
- 2.4. The meeting discussed recycling options and the possibility of a food waste container. **ACTION** AJ to contact the council to see if this is possible.
- 2.5. The mentioned leak had been repaired and remedial work concluded.
- 2.6. DM informed the meeting that parking control measures are now in place in the car park and vehicles parking in areas not demised to their property could be ticketed.

2.7. An attendee explained that, after further investigation, Sky Q was still not possible without changing the main dish for the building at a large expense. No action taken.

### **3. To receive the Accounts for year to December 2018**

- 3.1. DM explained the company shares being just £1 in the accounts, however, the company is made up of 40 shareholders and therefore should be £40. This has since been updated with Companies House.
- 3.2. Whilst the number of Company shares has been updated, physical copies of the share certificates had not produced.
- 3.3. A Director has kindly offered to produce these certificates for each member for the Company and will be distributed to all in due course.
- 3.4. The accounts were received by all present.

### **4. To receive the Service Charge Accounts for year to December 2018**

- 4.1. DM described the service charge accounts for the Year End 2018 highlighting where expenditure had significantly differed from budget.
- 4.2. Accumulatively the costs for Cleaning and Refuse Collection tallied to a similar amount to budget.
- 4.3. Likewise, the costs of Fire Alarm Equipment & Maintenance and Electrical Repairs tallied to a similar amount to budget.
- 4.4. No costs incurred in the year for gate maintenance although a service contractor is currently in place.
- 4.5. Water rates were largely related to standing charges for the communal supply in the car park.
- 4.6. Other management fees are related to the Out of Hours service provided by Adiuvo.
- 4.7. Fixed management fees are calculated on a 'per unit' basis.
- 4.8. Other Professional Fees are a cost to HML for fulfilling the role and functions of Company Secretary and being the Company's registered address.
- 4.9. DM explained that whilst the building insurance was close to budget for 2018, however HML are already aware of a significant increase in premium for 2019. This increase was a consequence of a Building Revaluation Valuation (BRV) being carried out resulting in the premium almost doubling. This demonstrated that a BRV was urgently required but unfortunately this does mean there will be higher associated costs.
- 4.10. It was noted that the buildings insurance is placed by the Freeholder although paid for through the service charges.
- 4.11. DM was pleased to inform the meeting that overall expenditure was less than 1% from budget which was excellent news for owners. The resulting £321 surplus will be credited back to lessees service charge statements, to be apportioned as per their lease contributions.
- 4.12. The accounts were received by all present.

### **5. Appointment of Accountants**

- 5.1. DM explained that HML would look to re appoint Morton Baxter as accountants to the company as long as there are no reasons presented to change accountant.

5.2. With all in agreement Morton Baxter were formally re appointed as accountants for the company.

## 6. **Appointment of Directors**

6.1. It was agreed the three current Directors would be re-appointed.

6.2. No further interest raised in advance or during the meeting.

## 7. **AOB**

### 7.1. **Graffiti**

7.1.1.AJ explained there are services offered by the council although are limited to very small areas. **ACTION**- AJ to obtain quotes for full graffiti removal for Directors consideration.

7.1.2.It was mentioned that if graffiti was removed then it would likely reappear very soon after. Therefore, it would be a balance of costs versus frequency in arranging cleaning.

7.1.3.HML had previously removed graffiti from the front of the building due to the listed façade.

### 7.2. **Security**

7.2.1.AJ explained the steps HML have taken to try to improve security including:

- Re alignment of the front door lock,
- Installation of new door closer,
- Adjustment of the fire exit,
- Regular visits of the PCSO.

7.2.2.General security of the building has improved, and there have been no reports of unauthorised people in the building for a several weeks.

7.2.3.It was raised that the front door is not constantly closing following the new door closer that was fitted. The installation company have been to site recently to lubricate the device. It was also raised that the door is constantly being slammed shut causing more stress on the door closer and disturbance to adjacent flats. **ACTION** - HML to organise new appropriate signage on the front door.

7.2.4.Bicycle security was raised and the inadequate locking system currently in place is for the racking of bikes not for locking. **ACTION** - AJ to get quotes for more substantial locking system to be considered by the Directors. It was also questioned if a remote fob could be used to exit the car park making it harder to leave the car park should anyone enter through the building without authorised access.

### 7.3. **Fire Safety**

7.3.1.AJ informed the meeting that a Fire Risk Assessment (FRA) of the development had been carried out at the end of 2017. From the FRA, HML had created a working document noting recommendations, actions and controls measures that are required or have been carried out. It was specifically highlighted that **Individual flat owners were responsible for the monthly testing of the internal smoke detectors in their unit by simply pressing the button on the unit.**

7.3.2.Relevant safety signage was subsequently installed around the building.

7.3.3.Residents are reminded of the stay put policy, this can be seen on the signs at each fire exit of the building including the entrance hall.



**7.3.4.** An attendee raised that the FRA recommended a monitoring service be implemented in conjunction with the existing fire alarm system and the Directors should review this information.

**7.3.5. ACTION** - The Directors to review requirement to monitor fire alarm system.

**7.3.6. ACTION** - HML to continually update the working fire safety document, whilst also informing the Directors of any significant changes or requirements.

**7.4. Bins**

**7.4.1.** The bins have not been returned to the bin store by the council since July. **ACTION** - AJ to follow up with the council after already bringing this to their attention.

**7.5. Window cleaning**

**7.5.1. ACTION** - AJ to inform the window cleaner that flat 4 will now need notice for access as do the top floor flat on Portland Square face of the building.

**7.6. Communal Lighting**

**7.6.1.** The question regarding the energy efficiency of communal lighting was raised. **ACTION** - AJ to investigate the current bulbs used in communal areas and feed back to Directors.

DM thanked all for their attendance and the meeting was closed at 7:20pm

**Adam Jones**

**HML Bristol. For & on behalf of 1-4 Portland Square Management Co Ltd**