

**Keswick House RTM. Co.Ltd.**

**Annual General Meeting**

**Tuesday 24<sup>th</sup> April 2018**

**Minutes of the Meeting**

Meeting opened 7.00pm

1. **Those Present** : Carmel Hall , Nick Hall , Peter Cleary , Keturah Hall , Vinnie Wren
2. **Non Attending** : Richard Cranswick
3. Minutes of the previous meeting were accepted as a true and accurate record . Proposed by Vinnie Wren and seconded by Peter Cleary .
4. Budget Summary for 2017 /2018 , read by all present and discussed. Acceptance proposed by Peter Cleary and seconded by Vinnie Wren . Action – Carmel Hall to confirm with Urban Owners that the surplus from the 2017 /2018 Budget will be paid into the Reserve Fund .
5. Budget 2018 / 2019 – Inflationary increases have been budgeted for Insurance and electricity . The building is in good order so our contingency fund for small unplanned works was reduced to £600 . The Garden Maintenance amount was reduced as no baskets are to be purchased.  
**Making a total of £4,703.00 for the 2018 /2019 year.**
  - a. Electrical Maintenance – the proposed upgrade to the electrical distribution for the common area lighting and power was accepted unanimously using a quote from 2017. Action : get a revised quote for work
  - b. Fire Equipment Maintenance – continue as per previous years .  
 Action – Carmel Hall to check with our new Insurer (Aegis ) that we are covered if our television aerial system is not connected to our lightning protection system .
  - c. General Building Works – funds from this area to be spent on erecting a storage locker for Keswick House owned equipment . Unanimous show of hands to approve this expense . Action – Peter Cleary and Nick Hall to carry out this project.
  - d. Cleaning , Window Cleaning – unchanged
  - e. Garden and Grounds – plants and bark.
  - f. Mandatory Charges - as per Budget as we have no control over these .

Taking all of this into consideration it was agreed that the monthly service charge will be £65.31 for the coming year . It was then proposed the Budget be accepted by Peter Cleary and seconded by Vinnie Wren . Any surplus is to be paid into the Reserve Fund

6. **Election of Officers**

1. Chairperson : **Carmel Hall**. Proposed by Peter Cleary , seconded by Nick Hall
2. Secretary : **Nick Hall**. Proposed by Carmel hall , seconded by Peter Cleary
3. Health, Safety & Fire . **Peter Cleary** .Proposed by Carmel Hall , seconded by Keturah Hall
4. Management Team . **Keturah Hall** ( continuing )  
and  
**Vinnie Wren** . Proposed by Carmel Hall, seconded by Nick Hall

7. **Other Business**

1. Flat 66 – the new owner maybe offered a Directorship to the Keswick House RTM in due course
2. Security Entry System Front Door - a perspex weather cover to be fitted to the control box . Action – Peter Cleary and Nick Hall to arrange .
3. Ground Maintenance – to be shared by all flat owners
4. 1st Floor Security - door lock on french doors to be replaced by Nick Hall
5. Urban Owners – investigate alternative Management Companies if we are not happy with their service under their new Management Team
6. Alterations to Flats – RTM has to informed about alterations within flats eg wooden floors, bathroom kitchen upgrades , pets , boiler replacements and major work to flat electrical and plumbing systems . All trades used must have current professional accreditation and liability insurance .
7. Storage Cupboard – second floor . Vinnie Wren and Keturah Hall will jointly purchase a storage cupboard to be positioned in a non traffic area on their floor .

Meeting Closed 8.00pm

# BUDGET DETAILS REPORT

Keswick House

01 June 2018 - 31 May 2019

## SERVICE CHARGE

The Service Charge, payable collectively by the flat owners of the block is based upon the budget as outlined below:

	Building	Estate	TOTAL	Comment
Electrical Maintenance	£ 675.00	£ 0.00	£ 675.00	Emergency Light maintenance & bulb replacement plus upgrade circuit protection
Fire Equipment Maintenance	£ 135.00	£ 0.00	£ 135.00	Lightening Protection System
General Building Repairs/Works	£ 600.00	£ 0.00	£ 600.00	maintenance&repairs
Decoration & Refurbishment Projects	£ 100.00	£ 0.00	£ 100.00	Paints and sundry
General Cleaning	£ 360.00	£ 0.00	£ 360.00	based on 30 per month
Window Cleaning	£ 120.00	£ 0.00	£ 120.00	based on 4 cleans @30 each
Garden & Grounds Maintenance	£ 250.00	£ 0.00	£ 250.00	plants, bark for garden
Electricity	£ 200.00	£ 0.00	£ 200.00	Based on 45 a quarter
Accountancy Fees	£ 274.00	£ 0.00	£ 274.00	audited accounts by accountant
Management Services	£ 858.00	£ 0.00	£ 858.00	Based on 68 per month plus 30 disbursements and 12 bank charges
Company Secretary	£ 277.00	£ 0.00	£ 277.00	Company Secretary Fee 264 plus 13 filling fee
Buildings Insurance	£ 677.00	£ 0.00	£ 677.00	Based on last years premium plus 5%
D&O Insurance	£ 177.00	£ 0.00	£ 177.00	Based on last years premium plus 5%
<b>TOTAL</b>	<b>£ 4,703.00</b>	<b>£ 0.00</b>	<b>£ 4,703.00</b>	

## RESERVE FUND

No reserve fund contribution for this financial year.

# BUDGET DETAILS REPORT

**Keswick House**

**01 June 2018 - 31 May 2019**

---

## BUDGET NOTES

1. Inflationary increases have been budgeted for insurance and electricity.
2. A contingency of ?750 has been budgeted for small unplanned works during the year.
3. Essential Health & Safety Risk Assessments have been budgeted.
4. No reserve fund collection has been budgeted.

## SERVICE CHARGE / RESERVE FUND COLLECTION BY UNIT

	Building	Estate	TOTAL
62	£ 783.83	£ 0.00	£ 783.83
64	£ 783.83	£ 0.00	£ 783.83
66	£ 783.83	£ 0.00	£ 783.83
68	£ 783.83	£ 0.00	£ 783.83
70	£ 783.83	£ 0.00	£ 783.83
72	£ 783.83	£ 0.00	£ 783.83
<b>TOTAL</b>	<b>£ 4,703.00</b>	<b>£ 0.00</b>	