

PYMORE VILLAGE MANAGEMENT COMPANY

Name of meeting:	Pymore Village Management Company (PVMC) Annual General Meeting Number 14
Date:	31 st October 2024 (7pm-8pm)
Venue:	Town Hall, Bridport
Present:	<p>Board:</p> <ul style="list-style-type: none"> • Sandra Barnes (Treasurer, Risk Management) • Lorna Coward (Secretary) • Eliot Forsey (Chair, General Works) • Helen Williams (Environment, Green Areas) <p>Shareholders (19 present): Lesley Axel, Rod Axel, Eugene Barnes, Emma Burwood, Andy Connolly, Maggie Cooper, Jo Dorman, Caroline Evans, Matthew Evans, Sarah Fletcher, Mike Fletcher, Richard Gillingham, Michelle Green, Dawn Hart (on behalf of Audrey Hart), Andy House, Les Penton, Louise Penton, Andy Jay Russell, Sandra Jay Russell</p> <ul style="list-style-type: none"> • Bridport Town Council/Bradpole Parish Council: Paddy Mooney
Apologies:	<ul style="list-style-type: none"> • Moira Shaw (Director without Portfolio) • Shareholders: Professor Kate Alexander, Cliff Herbert, Karen Herbert, Marie-Louise Morrison, Alan Shaw.

Minutes

Please refer to attached slides that were presented during the meeting.

Agenda Item	Key Discussion Points
1. Chairman's Welcome and Opening Remarks	<ul style="list-style-type: none"> • Eliot Forsey welcomed all attendees to the meeting providing apologies from those known to not be attending.
2. Approval of AGM Minutes from 2023	<ul style="list-style-type: none"> • The AGM minutes were approved by the board, posted on the website and formally shared with the shareholders prior to the 2024 AGM. • The 2023 minutes were proposed by Andy Connolly and seconded by Richard Gillingham.
3. Company Secretary's Report	<ul style="list-style-type: none"> • Lorna Coward reviewed activities completed and in progress since the 2023 AGM (including specific PVMC activities and activities with third parties such as Bridport Town Council). • The padlocks were replaced on the Thread Mill Lane bollards in 2024. The PVMC directors hold the codes for the padlocks. Please note: <ul style="list-style-type: none"> ○ The Courtyard bollards must be kept clear of traffic at all times. ○ Once the padlocks have been unlocked, the bollards are difficult to remove. If residents have a need to remove the bollards, please contact one of the PVMC directors. • Bridport Town Council (BTC): PVMC directors have established a good working relationship with BTC, for example – BTC recently facilitated a meeting with Dorset Highways. PVMC directors periodically meet with Will Austin and Daryl Chambers and in addition, a formal BTC representative is confirmed for every organisation executing a Service Level Agreement with BTC (PVMC has recently executed a Service Level Agreement for

	<p>reedbed support). Paddy Mooney (Bradpole Parish Council) has been confirmed as the primary BTC representative for PVMC. Paddy introduced himself to the meeting attendees.</p> <ul style="list-style-type: none"> • Dorset Highways: <ul style="list-style-type: none"> ○ PVMC directors have ongoing discussions with Dorset Highways regarding their responsibilities for the Pymore roads adopted in 2020 (ie weeding, cutting of verges, refurbishment of railings). Please note that PVMC is not responsible for the management of weeding, verges and railings owned by Dorset Highways. ○ Any concerns regarding Dorset Highways responsibilities, for example – potholes, should be formally reported on the Dorset Council website: https://www.dorsetcouncil.gov.uk/w/report-a-problem-on-the-road-or-pavement This link will be added to the PVMC website.
<p>4. Company Treasurer’s Report</p>	<ul style="list-style-type: none"> • Shareholders were provided with the PVMC accounts in advance of the meeting. Sandra Barnes provided an overview of the accounts during the meeting. The accounts were proposed by Andy Connolly and seconded by Maggie Cooper. • The estate charge for 2024 was £220 (10% increase compared to 2023). Due to rising costs (for example – contractor rates), Sandra Barnes proposed an estate charge of £240 for 2025 (an increase of £20/9%). This proposal was accepted by the shareholders present. • Sandra Barnes explained the need for volunteers to support PVMC activities - PVMC are dependent upon volunteers to minimise costs for the management of the estate. The shareholders present were reminded to consider volunteering to support the village activities in 2025. • Questions/comments: <ul style="list-style-type: none"> ○ Michelle Green questioned how the estate charge is requested each January: <ul style="list-style-type: none"> ▪ Is a paper letter required? ▪ The completed paper form is not accepted by some banks. <p>Sandra Barnes confirmed that a paper letter and payment options are required as not all shareholders use email/on-line banking. Sandra Barnes confirmed that the payment options for 2025 will be reviewed and clarified in the letter to be sent to shareholders in January 2025.</p>
<p>5. Gardening activities 2024</p>	<ul style="list-style-type: none"> • Helen Williams provided an overview of the activities during the meeting. • A periodic tree survey is under consideration. • The fish pass has been cleared several times in 2024 because of silt build up due to high river levels. The fish pass will be cleared again on 1st November 2024. • The leat will be cleared in the next few weeks (as per annual schedule). • Growth of vegetation in the wall of the Mill Basin will be cleared in the next few weeks (if accessible/safe).

	<ul style="list-style-type: none"> • Based on anecdotal feedback, the water quality of the Brit remains high despite the recent issues with the sewage pipes in and around Pymore. Lorna Coward has requested a formal update on the water quality from the Citizen Science team. • Questions/comments: <ul style="list-style-type: none"> ○ Rod Axel requested that when the work on the leat is conducted, the growth at the rear of his house be checked out. ○ Maggie Cooper asked if BTD contributes to the leat costs. Helen Williams/Sandra Barnes confirmed that 50% of leat costs are billed to BTD.
6. Open Forum – Questions/Comments	All questions/comments included above.
7. Summary and Close	Eliot Forsey thanked all of those present for attending the meeting and closed the meeting.

Action Log

Topic	Action	Who
Section 3	Add link for reporting of issues with adopted roads, for example potholes, on the Dorset Council Highways website to the PVMC website.	PVMC
Section 4	Review/clarify the payment options for the annual estate charge in the January 2025 letter.	PVMC
Section 4	Consider volunteering for PVMC activities in 2025.	Shareholders
Section 5	When cutting back the vegetation around the leat, include review of the vegetation to the rear of Rod Axel's house.	PVMC

Slides Presented During Meeting

Pymore Village Management Company Annual General Meeting 3rd October 2024 (Number 14)

Welcome!



Pymore Village Management Company Annual General Meeting 3rd October 2024 7pm - 8pm

Board:

Sandra Barnes: Treasurer, Risk Management

Lorna Coward: Secretary

Eliot Forsey: Chair, General Works

Maira Shaw: Director Without Portfolio

Helen Williams: Environment, Green Areas



Agenda item:	By whom
Chairman's welcome and opening remarks	Eliot Forsey
Approval of AGM minutes from 2023	Eliot Forsey
Company Secretary's report	Lorna Coward
Company Treasurer's report	Sandra Barnes
Gardening activities	Helen Williams
Open forum	Eliot Forsey / all
Summary and close	Eliot Forsey

AGM Minutes 2023

- Meeting October 2023
- Posted on PVMC website
- Shared with shareholders August 2024
Mail - in advance of AGM



PYMORE VILLAGE MANAGEMENT COMPANY	
Name of meeting:	Pymore Village Management Company Annual General Meeting Number 13
Date:	19 th October 2023 (7pm-8pm)
Venue:	Town Hall, Bridport
Present: (16 households)	Board: <ul style="list-style-type: none"> • Sandra Barnes (Treasurer, Risk Management) • Lorna Coward (Secretary) • Eliot Forsay (Chair, General Works) • Moira Shaw (Director without Portfolio) • Helen Williams (Environment, Green Areas)
Shareholders (17 present):	Eugene Barnes, Andy Connolly, Maggie Cooper, Diana Cronk, Jo Dormann, Caroline Evans, Matthew Evans, Sarah Fletcher, Jill Gillingham, Liz Gomme, Lloyd Gomme, Karen Herbert, Les Penton, Louise Penton, Andy Jay Russell, Alan Shaw, Melanie Shephard
Apologies:	Rod Axel, Lesley Axel, Jonathon Brown, Kate Brown, James Burnett, Mike Fletcher, James Gadebo, Amanda Laski, Richard Gillingham, Chris Jones, Gary Jones, Sandra Russell, Mecki Testroet

Minutes
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2. Approval of AGM Minutes from 2022	The AGM minutes were approved by the board, posted on the website in 2022 and formally shared with the shareholders prior to the 2023 AGM. The 2022 minutes were proposed by Andy Connolly and seconded by Maggie Cooper.
3. Company Secretary's Report	Lorna Coward reviewed activities completed and in progress since the 2022 AGM including specific PVMC activities and activities with third parties such as the local councils and the Environment Agency). <ul style="list-style-type: none"> • Two Pymore residents have expressed interest in becoming a Pymore representative - Phyllida Culpin and Matthew Evans. A third Pymore resident is considering this. PVMC will be meeting with the interested residents to discuss/agree roles/responsibilities and ensure alignment with PVMC. • Recent meetings with local councils have gone well. Bridport Town Council (BTC) has agreed to provide some financial support for the 2024 needed work and discussions are in progress to establish how PVMC can work with BTC, for example by accessing composting services which are under consideration. Note that PVMC had previously considered composting within the PVMC estate, but no suitable location could be identified. • The Environment Agency plans to conduct desilting work in the Mill Basin on 25th/26th October 2023. This is pending successful displacement of any water voles and appropriate weather/water conditions. • Moira Shaw provided an update on activities related to the installation of a defibrillator in Pymore. Moira Shaw,

Company Secretary's Report PVMC Activities - Routine



<p>Board Meets -monthly, each meeting ≥4 directors present</p>
<p>Communication Emails: As needed Newsletter: Aug 2024 Website: Updated</p>
<p>Health & Safety eg 2nd life buoy & defibrillator (Turner Build)</p>
<p>Policies Code of Conduct, Health and Safety, Privacy Equality/Diversity/Inclusion <i>Adopted, reviewed/updated yearly</i></p>
<p>New Shareholders X3 since last AGM</p>

Posted website

Posted website

Works eg

- Annual:
 - Village walk-about
 - Village survey by contractor
 - Water pump service
- Monthly:
 - Check on life buoys
- Ad-hoc:
 - Electrical issues (lighting) - Courtyard car park
 - Pymore Island wall repairs in progress
 - New padlocks Thread Mill Lane bollards

Works future eg

- Painting/repair of railings
- Refurbishment of benches

Company Secretary's Report

PVMC Activities - Land Ownership



Field adjacent to Pond End

- Activity in field & anecdotal feedback on future use of field
- Field drains into reed bed (Site of Nature Conservation Interest)
- PVMC ownership of Pond End (end of road)
- Access to field via Pond End by owner of field unclear in land registry freehold documents
- Actions to date:
 - Notification to Bridport Town Council, Symondsburry Parish Council, Dorset Council (Planning), DEFRA, Forestry Commission
 - Discussion with Wessex Water regarding access to water mains (with confirmation of PVMC Pond End ownership)
 - Site visits by Dorset Council (Planning), DEFRA
 - Legal letter sent to owner of field questioning access
- Cost incurred to date: £1,022
- Current status:
 - No violations to date
 - No response from owner of field to legal letter
 - Will continue to monitor the situation

Garden to rear of Twisting Rooms

- PVMC ownership as per land registry freehold documents
- Twisting Rooms leasehold document includes garden (has caused some confusion)
- Ongoing discussion regarding ownership with owner of Twisting Rooms freehold
- PVMC has consulted with surveyor, solicitor, property valuer
- Cost incurred to date: £0
- Current status:
 - Ownership provides no benefit to PVMC shareholders
 - PVMC proposed sale/transfer of garden to owner of Twisting Rooms freehold

Actual sale/transfer will require approval of PVMC shareholders (once tentatively agreed, PVMC shareholders will be formally consulted)

Company Secretary's Report

Third Party Relationships



Storm/Flood Warden
Phyllida Culpin

Pymore Representatives (Pymore Voice)
Phyllida Culpin, Matt Evans

Citizen Science
Water quality

Environment Agency
Cleared Mill Basin November 2023



Bridport Town Council

- New structure in place
- Meetings in progress
- Service Level Agreement in place (support for reedbed activities)
- Future (potential):
 - Central composting services
 - Remit/relationship Dorset Council/Highways
 - Relationship Environment Agency



Company Treasurer's Report



For year 2023

- Income: £17,289
- Spend: £12,133 including:

£5,774	Landscaping, tree, leat (underspend)
£1,374	Repairs to courtyard wall
£4,985	Other eg insurance, accounting

- Overall position - end of year: £33,576
- Estate charge for 2024: £220 (increase 10%)

For year 2024 (as of 30th September 2024)

- Income: £17,638 including:

£635	Grant - reedbed (Dorset Community Foundation)
£250	Grant - life buoy (Bradpole Parish Council)
£135	Grant - leat (BTD - for work in 2023%)

- Spend: £14,348 including:

£6,540	Landscaping, tree, leat
£1,808	Courtyard wall
£1,022	Legal
£4,978	Other eg insurance, accounting

- Estate charge for 2025: TBC

Defibrillator 2023 (facilitated by PVMC)

- Income: £425 (contributions)
- Included in summary above

Defibrillator - overall (facilitated by PVMC)

- Income: £945 (contributions)
- Spend: £945 (purchase & installation)

Gardening Activities 2024



- Contractor worked through winter 2023/2024
- Willows:
 - Those on Willow Island were significantly pollarded winter 2023/2024
 - Will be trimmed winter 2024/2025 (pollarded if necessary)
- Trees:
 - Specific trees will be cut-back autumn/winter 2024/2025
- Himalayan Balsam: Continues to be a challenge due to extensive growth upstream & high deposition of silt containing seeds on river banks due to high water levels winter 2023/2024
- Wildflower banks: 3 cuts this year (as discussed with Dorset Wildlife Trust)
- Weeding:
 - Manual versus chemical in recent years
 - However, manual (although good for the environment) is incredibly time-consuming - considering reverting to chemical for 2025

- Reedbed 2024:
 - Planning to cut back 1/3 of reedbed 1st, 2nd, 4th November
 - Volunteers assisting
 - Majority of cost for contractors will be covered by grants (Dorset National Landscapes, Wessex Water, Bridport Town Council)

Will depend on level of volunteer support

- Volunteers:
 - Planting of daffodils around the village (bulbs donated by Groves)
 - Pulling of Mares' tail on the Morbae Grove wildflower bank
 - Raking and clearing of the wildflower banks

THANKYOU



To minimise costs, we regularly look for volunteers to support PVMC activities around Pymore - please help if you can!



Open Forum and Summary