

PYMORE VILLAGE MANAGEMENT COMPANY

Name of meeting:	Pymore Village Management Company Annual General Meeting Number 12	
Date:	13 th October 2022 (7pm-8pm)	
Venue:	Town Hall, Bridport	
Present:	Board: <ul style="list-style-type: none"> • Sandra Barnes (Treasurer) • Lorna Coward (Secretary) • Eliot Forsey (chair) • Richard Gillingham • Helen Williams 	Shareholders (15 present): <ul style="list-style-type: none"> • Rod Axell • Lesley Axell • Andy Connolly • Maggie Cooper • David Edwards • Mike Fletcher • Jill Gillingham • Liz Gomme • Karen Herbert • Lee Preisler • Toni Preisler • Andy Jay Russell • Sandra Jay Russell • Moira Shaw • Alan Shaw
Apologies:	Eugene Barnes Jonathon and Kate Brown Chris and Gary Jones Andy and Rosie Skilbeck	

Minutes

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

Agenda Item	Key Discussion Points
1. Chairman's Welcome and Opening Remarks	Eliot Forsey welcomed all attendees to the meeting providing apologies from those known to not be attending.
2. Approval of AGM Minutes from 2021	<p>The 2021 AGM minutes were approved by the board in place at the time of the meeting, posted on the website in 2021 and shared with the shareholders prior to the AGM.</p> <p>The minutes were proposed by Andy Connolly and seconded by Jill Gillingham.</p>
3. PVMC Board Members	<p>Eliot Forsey summarised the roles of the current board members.</p> <p>Richard Gillingham has resigned from the board effective 13th October 2022. Eliot thanked Richard for his input into and support for the PVMC. Richard will continue to support the PVMC informally, for example as a volunteer.</p> <p>The August 2022 newsletter invited shareholders to express interest in joining the Board and as a result of this, the Board has co-opted Moira Shaw as a fifth Director. Eliot Forsey asked if the meeting attendees had any objections to the</p>

	<p>appointment of the new Director. No objections were raised - Moira Shaw was confirmed as a new Director, effective 13th October 2022.</p>
4. Company Secretary's Report	<p>Lorna Coward reviewed activities completed and in progress since the 2021 AGM.</p> <p>The timing of future AGMs will be reviewed (spring versus autumn, weekday evening versus weekend evening). The meeting attendees were asked but had no specific preference regarding timing of the meeting.</p> <p>The Board will be looking to increase the pool of volunteers in 2023.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> Toni Preisler asked about Himalayan Balsam: <p>The Himalayan Balsam has grown extensively during 2022 with some of the vegetation growing on the river bank difficult to access due to deep water channels.</p> <p>Additional work on removing/cutting back Himalayan Balsam will be conducted prior to the end of 2022.</p> <p>The work schedule for 2023 is under review taking into account the need for Himalayan Balsam to be kept under control and considering the need for flexibility in the work schedule during a high growth season.</p> Several attendees asked for any news on work by the Council on the potholes at the entrance to Pymore. No attendees had any update on planned work.
5. Company Treasurer's Report	<p>Shareholders were provided with the PVMC accounts in advance of the meeting.</p> <p>Sandra Barnes provided an overview of the accounts during the meeting:</p> <ul style="list-style-type: none"> The biggest costs for PVMC are driven by landscaping, leat and tree care activities, costs for which are increasing. The contingency fund moving into 2022 was £32,518. The contingency fund moving into 2023 is likely to be less due to increasing costs. The estate charge for 2022 was £190. A <u>small</u> increase to the estate charge will be applied for 2023 – exact increase to be confirmed. <p>The accounts were proposed by Andy Connolly and seconded by Maggie Cooper.</p> <p>Questions/comments:</p> <ul style="list-style-type: none"> Jill Gillingham thanked Helen Williams for her hard work in requesting and obtaining grants for the recent reedbed work.
6. Open Forum – Questions/Comments	<p>Rod Axell raised concerns over driving in the village – speed, damage to structures etc:</p>

	<ul style="list-style-type: none"> As the roads are adopted, the Council is responsible for specific repairs, traffic calming measures etc. This is not a specific PVMC responsibility. Attendees will contact the Council directly with any specific concerns/questions however, it was suggested by an attendee that any Council contacts or email content be shared to facilitate communication with the Council. <p>Toni Preisler asked, on behalf of Amanda Last, if the PVMC could communicate the existence of the Pymore Community WhatsApp to all shareholders.</p> <ul style="list-style-type: none"> This is not a specific PVMC responsibility however PVMC can inform shareholders of the existence of the WhatsApp on behalf of the WhatsApp administrators.
7. Summary and Close	Eliot Forsey thanked all of those present for attending the meeting and closed the meeting.

Action Log

Topic	Action	Who
Item 4	Confirm timing for 2023 AGM	PVMC
Item 5	Confirm estate charge for 2023	PVMC
Item 6	Inform shareholders of the existence of the Pymore Community WhatsApp on behalf of the WhatsApp administrators	PVMC

Slides Presented During Meeting

Pymore Village Management Company Annual General Meeting 13th October 2022 (Number 12)

Welcome!



Pymore Village Management Company Annual General Meeting 13th October 2022



Agenda item	By whom
1. Chairman's welcome and opening remarks	Eliot Forsey (chair)
2. Approval of AGM minutes from 2021	Eliot Forsey
3. PVMC board members	Eliot Forsey
4. Company Secretary's report	Lorna Coward
5. Company Treasurer's report	Sandra Barnes
6. Open forum	Eliot Forsey / all
7. Summary and close	Eliot Forsey

AGM Minutes 2021

- Posted on PVMC website 2021
- Shared with shareholders Sep 2022



PYMORE VILLAGE MANAGEMENT COMPANY						
Name of meeting	PYMORE VILLAGE MANAGEMENT COMPANY ANNUAL GENERAL MEETING NO 11					
Date meeting held	Friday October 15 th 2021					
Where meeting held	W1 Hall, North St, Bridport					
Present	Richard Gillingham Chair	Maggie Cooper Company Secretary	Sandra Barnes Treasurer			
	Andrew & Sandra Jay Russell	Les and Louise Penton	Eugene Barnes	Terry Harvey	Jill Gillingham	Rod & Lesley Axell
	Andy House	Gary Jones	Andy Connolly	Pauline & Ian Newitt	Karen Herbert	Julie & David Edwards
	Nick Senior	Graeme & Debbie Hall	Liz & Lloyd Gomme	Melanie Jane Sheppard	Brett & Vanessa Chant	Monty Crook & Mecki Trotter
	Helen Williams	Eliot Forsey & Jo Dorman	Alan & Moira Shaw	Charlie Forsey	Steve Wilkinson	Mike & Sarah Fletcher
Apologies	Andy & Rosie Skilbeck	Edward Hall & Rachel Conroy	Natalie House	Diana Cronk	Keith Pooke	Emma Burewood
	Jimmy Badoe	Lorna Coward				
Minutes agreed and signed as a true record						
AGENDA ITEM	ACTION			BY WHOM	DATE TO BE COMPLETED BY	
1. Chairman's remarks	Richard Gillingham opened the meeting at 7.30pm by welcoming all the shareholders present and giving apologies from those unable to attend. He thanked the three directors retiring from the board for their hard work over a number of years. He then moved on to mention the 2020 AGM which was due to be held on April 9 th that year, which had to be			Richard Gillingham		

PVMC - Board Members

Sandra Barnes:

- Treasurer
- Health and Safety



Lorna Coward:

- Company Secretary



Eliot Forsey:

- Chairperson
- General works



Helen Williams:

- Environment / green areas



Richard Gillingham:

- Resigned from board (effective 13 Oct 2022)



Co-opted 5th director - Moira Shaw:

- Position - director without portfolio
- Profile:

- I've lived in Pymore since 2001 and am still frequently astounded by this amazing village and surrounding environment.
- A career as IT consultant and IT qualification examiner has taken me to Europe, USA and India, but the time has come to spend more time at home enjoying this wonderful area and I now work part time for the NHS.
- I was previously a member of the PVMC Board during its creation and am looking forward to returning to supporting the PVMC Board by actively contributing to the maintenance and upkeep of the village and its environs.



Company Secretary's Report PVMC Activities

PVMC remit: To manage the Pymore estate (land and structures) in a cost effective manner ensuring covenanted agreements are met and that appropriate insurance cover is up to date

Board

New board implemented Oct 2021, meets regularly.
10 meetings since Oct 2021, each meeting ≥4 directors present.

Health and Safety Policy

Adopted

Insurance

2 policies in place.
'Material damage' not renewed as no appropriate policy available i.e. damage to PVMC structures and property not covered by insurance.
No real concern but we need to be mindful of this (contingency fund).

Risk Assessment

Initiated

Code of Conduct

Adopted

New Shareholders

X3 since last AGM



Company Secretary's Report PVMC Activities

Green Areas

Alex Munroe took over as contractor 2021.
Alex travelling winter 2022 - coverage under assessment.
2022 had a wet start followed by hot, sunny summer - extensive growth of vegetation including Himalayan Balsam.
Reviewing schedule for 2023 however, mindful of the need to be cost effective.
Pollarding willows to be completed by end of 2022.

Grants

Obtained for reedbed work (Dorset AONB, Bradpole and Allington councils).

Volunteer activities

Wildflower banks (Morbæ Grove, Thread Mill Lane).
Woodland path / wood chippings.
Reedbed weekend 7th October (-3 days).

Works

Annual walk-about completed.
Electrical issue (lighting) addressed in Courtyard car park.
Repairs to wall behind Suttill Crescent completed.
Pymore Island wall to be repaired.
Village survey by contractor to be conducted by end of 2022.



Reedbed Weekend

1/3 reedbed cut back as per management plan



>126 hours of
volunteer activity

Thankyou

Ann & Graham Brown*
Phyllida Culpin*
Caroline & Mathew Evans
Carol & Colin Hogarth**
Gill Gillingham
Lloyd Gomme
Karen Herbert
Moir Shaw

* Not PVMC shareholders
** Refreshments

Company Secretary's Report Non-PVMC Activities



Dorset Council

Repairs to roadbridge x 2.
Repairs to pavements.
Repair to wooden footbridge
into field (from Thread Mill
Lane).
Impact of merger to be
confirmed.

Environment Agency

Biodiversity survey completed
2022 (awaiting
recommendations).
Silt removal - timing to be
confirmed.

Friends of Rivers

Dorset AONB - Citizen Science.
Surveys of water quality,
invertebrates, invasive
species, pollution etc.
Lorna Coward, Mecki Testroet,
Helen Williams interested in
participating (not yet started).

Treasurer's Report



- Contingency sum is in place to protect and ensure that shareholders do not receive large or fluctuating estate service charges
- Contingency sum brought forward to 2022 was £32,518
- Work to the leat wall paid in 2022
- £700 savings under the insurance budget to be retained as part of the contingency fund
- Work has commenced to compile a Risk Assessment/Register in line with the village walk-about



Open Forum and Summary