

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)	<p>Board:</p> <ul style="list-style-type: none"> • Sandra Barnes (Treasurer, Risk Management) • Lorna Coward (Secretary) • Eliot Forsey (Chair, General Works) • Moira Shaw (Director without Portfolio) • Helen Williams (Environment, Green Areas) <p>Shareholders (17 present): Eugene Barnes, Andy Connolly, Maggie Cooper, Diana Cronk, Jo Dormam, 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</p>
Apologies:	Rod Axel, Lesley Axel, Jonathon Brown, Kate Brown, James Burnett, Mike Fletcher, James Gbadebo, Amanda Last, Richard Gillingham, Chris Jones, Gary Jones, Sandra Russell, Mecki Testroet

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 2022	<p>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.</p> <p>The 2022 minutes were proposed by Andy Connolly and seconded by Maggie Cooper.</p>
3. Company Secretary's Report	<p>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):</p> <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 reedbed 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,

	<p>with the help of Caroline and Matthew Evans, has been assessing potential sources of funding (national and local) and the potential set-up and management of a community defibrillator within the wider Pymore area. Discussions are in progress.</p>
<p>4. Company Treasurer's Report</p>	<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 estate charge for 2023 was £200 (5% increase compared to 2022). • The biggest costs for PVMC are driven by landscaping, leat and tree care activities. • Repair of the wall along the leat was £6,414 (significantly less than expected). • The contingency fund moving into 2023 was £27,995. Almost £5,000 less than the previous year due to increasing costs. The contingency fund will be reviewed at the end of 2023 once all landscaping/tree work has been completed and/or costed. • The estate charge for 2024 is to be confirmed. • Sandra Barnes explained the need for volunteers to minimise costs for the estate. For example – a significant number of hours (>120 hours) were worked by volunteers during the 2022 reed bed activity. PVMC are dependent upon volunteers to minimise costs for the management of the estate. Attendees were reminded to consider volunteering to support the village activities in 2024. • The accounts were proposed by Andy Connolly and seconded by Alan Shaw.
<p>5. Gardening activities 2023</p>	<p>Helen Williams provided an overview of the activities during the meeting:</p> <ul style="list-style-type: none"> • A summary was given on the challenges experienced in 2023 (problems with the gardening contractor, excessive growth due to the weather, the look of the green area in the summer 2023 etc). • A summary was given on the plans for 2024. • Richard Gillingham and Mecki Testroet were thanked for their past/ongoing work on the wildflower banks. • There was some discussion regarding the level of landscaping as there are varying views amongst shareholders regarding the balance between the landscaped/natural areas. • Applications for additional grants to support the 2024 reedbed work will be submitted in early 2024. <p>Questions/comments:</p> <ul style="list-style-type: none"> • Jill Gillingham raised concern over the fish pass as it was blocked for several weeks during the migration period and commented on the abundance of Himalayan balsam in 2023. In previous years, volunteers had supported clearance of Himalayan balsam. Jill Gillingham suggested that if volunteers were not able to assist with clearance of Himalayan balsam, priority areas for clearance could be highlighted to the gardening contractor. Jill Gillingham also commented on the overgrowth of the hedges/trees on the turning from

	<p>Morbae Grove into Thread Mill Lane reducing visibility when driving (when turning right). This concern was supported by Sarah Fletcher.</p> <p><i>Regarding the fish pass, PVMC has specific responsibilities with the Environment Agency. PVMC does monitor the fish pass and has cleared the fish pass several times in 2023.</i></p> <p><i>Action: PVMC will review the ongoing assessment and management of the fish pass.</i></p> <p><i>Action: PVMC will review the suggestions regarding the Himalayan balsam in the ongoing management of the estate.</i></p> <p><i>Action: PVMC will cut-back the overgrowth of hedges/trees on the junction of Thread Mill Lane and Morbae Grove.</i></p> <ul style="list-style-type: none"> • Maggie Cooper raised a request from Rod/Lesley Axel to take a look at the overhanging trees along the leat. Maggie also questioned the use of a gardening contractor (Andre Reynolds) as he did not appear to have adequate equipment for management of the estate. <p><i>Action: PVMC will include review of the trees along the leat in the winter/annual review of the estate trees (work to be conducted by the gardening contractor or tree surgeons, depending on the size of trees to be worked on, as per insurance coverage).</i></p> <p><i>Helen Williams confirmed that Andre Reynolds did conduct some activity earlier in 2023 as we switched from the problem contractor however, Matt Villaitis is the PVMC contractor who has performed the majority of gardening in 2023 and is the primary contractor as we move into 2024.</i></p>
6. Open Forum – Questions/Comments	<ul style="list-style-type: none"> • Andy Connolly asked if there was any news on the planned work by Dorset Council/Highways to the road surface at the entrance to Thread Mill Lane. No attendees had any news on this. • Liz Gomme thanked the board for their work on the estate
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 5	Review management of the fish pass.	PVMC
Section 5	Review management of the Himalayan balsam.	PVMC
Section 5	Include request from Rod/Lesley Axel in winter/annual review of the trees.	PVMC

Slides Presented During Meeting

Pymore Village Management Company

Annual General Meeting 19th October 2023 (Number 13)

Welcome!



Pymore Village Management Company

Annual General Meeting 19th October 2023

7pm - 8pm



Board:

Sandra Barnes: Treasurer, Risk Management

Lorna Coward: Secretary

Eliot Forsey: Chair, General Works

Moira 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 2022	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 2022
- Posted on PVMC website December 2022
- Shared with shareholders:
 - January 2023 (email)
 - August 2023 (mail - in advance of AGM)



PYMORE VILLAGE MANAGEMENT COMPANY		
Name of meeting:	Pymore Village Management Company Annual General Meeting Number 12	
Date:	13 th October 2022 (Tues-Eve)	
Venue:	Town Hall, Bilsport	
Present:	Board: <ul style="list-style-type: none"> • Sandra Barnes (Treasurer) • Lorna Coward (Secretary) • Eilif Forsey (Chair) • Richard Gillingham • Helen Williams 	Shareholders (15 present): <ul style="list-style-type: none"> • Rod Auld • Lesley Auld • Andy Connolly • Maggie Cooper • David Edwards • Mike Fletcher • Jill Gillingham • Liz O'Shine • Karen Herbert • Les Pheasant • Toni Pople • Andy Jay Russell • Sandra Jay Russell • Maiss Shaw • Alan Shaw
Apologies:	Eugene Barnes Jonathan and Julie Brown Chris and Gary Jones Andy and Rosal Selbeck	

Minutes

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

Agenda Item	Key Discussion Points
1. Chairman's Welcome and Opening/Remarks	Eilif Forsey welcomed all attendees to the meeting providing apologies from those known to not be attending.
2. Approval of AGM Minutes from 2021	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. The minutes were proposed by Andy Connolly and seconded by Jill Gillingham.
3. PVMC Board Members	Eilif Forsey summarised the roles of the current board members. Richard Gillingham has resigned from the board effective 1 st October 2022. Eilif thanked Richard for his support and support for the PVMC. Richard will continue to support the PVMC informally, for example as a volunteer. The August 2022 newsletter invited shareholders to express interest in joining the Board and as a result of this, the Board has co-opted Maiss Shaw as a 10th Director. Eilif Forsey asked if the meeting attendees had any objections to the

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
 Richard Gillingham left the board Oct 2022
 Moira Shaw joined the board Oct 2022 (confirmed at 2022 AGM)
 Board meets monthly, each meeting ≥4 directors present (exception 1 meeting)

Code of Conduct
 Adopted

Posted website

New Shareholders
 X2 since last AGM

Health and Safety Policy
 Adopted

Privacy Policy
 Adopted

Posted website

Evolving activities - annual review of policies and management plans

Company Secretary's Report

PVMC Activities



Works eg

Annual walk -about completed (management plan updated)
Electrical issue (lighting) addressed in Courtyard car park
Village survey by contractor completed (annual)
Water pump serviced (annual)
Check on Mill Basin life buoy (monthly)
Pavement by metal footbridge power -washed
Pymore Island wall repairs in progress

Remit

Regular review
responsibilities/land titles

Communication

Newsletter: Issued Aug 2023
Website: Kept updated



Evolving activities - annual review of policies and management plans

Company Secretary's Report

Third Party Relationships



Storm/Flood Warden

Phyllida Culpin

Pymore Representatives

eg
Defibrillator
(Turner Build, Pymore Inn on board)
Citizen Science

Local Councils

Environment Agency

Company Secretary's Report

Third Party Relationships - Local Councils



Currently

Pymore sits across Allington and Bradpole wards



New Bridport Town Council (BTC)

Amalgamates Allington, Bradpole, Bothenhamptom, Bridport, Walditch, West Bay wards

Pymore will sit within new Bradpole ward (5 councillors)

Currently working through implementation plans

Go-live spring 2024

Unlikely to make big changes in short-term

Recent Meetings PVMC:

- Bradpole Council: Colin Baker, Sandy Goldsmith
- BTC: Will Austin, Daryl Chambers
- BTC: Will Austin, Daryl Chambers, Dave Rickard, Sarah Williams

Potential impact:

Positive

Remit/relationship Dorset Council/Highways
Relationship Environment Agency
Access BTC services
Service Level Agreement (£)

Negative

➤ parish council tax eg Bradpole band D £45 versus Bridport band D £274

Ongoing discussions...

Company Secretary's Report

Third Party Relationships - Environment Agency (EA)



Mill Basin

Autumn 2022: Tentative plan for desilting - *did not occur*

Multiple communications by PVMC with EA

27 Jul 2023: EA project team (~6 people) visited Mill Basin to assess required activity, access, timing etc

25/26 Oct 2023: Desilting works planned (pending successful displacement of water voles)

Main River Outside Office

EA is aware that silt is building up

Once Mill Basin work completed, will address with EA

Channel Behind 3 Thread Mill Lane

Once Mill Basin work completed, will address with EA

Company Treasurer's Report



For year 2022:

- Contingency sum brought forward to 2023 = £27,995.18
- Repair to leat wall = £6,414.67
- Reed bed clearance cost £2,500 and grants received £1,311 ←
- Insurance budget underspend £770 retained as part of the contingency fund

Remaining grants to cover 100% cost received early 2023

To date, for year 2023:

- Spent 43% landscaping & tree work (activities ongoing)
- Other spend in line with budget

Grants for 2022 Activity

Covered 100% reedbed costs
 Covered 50% leat costs
 AONB, Allington council, Bradpole council, BTD, Magna

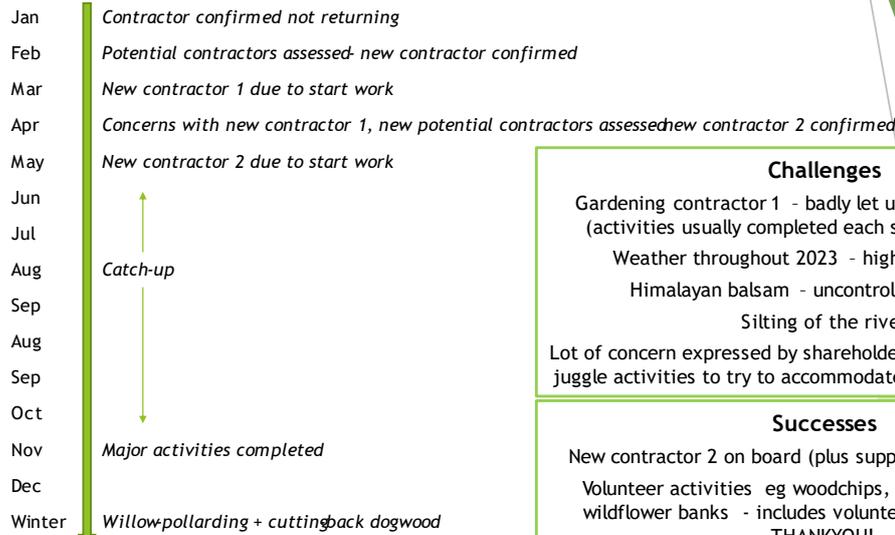
Reedbed

Site of Nature Conservation Interest (SNCI), only reedbed on River Brit, rare species etc
 If unmanaged, will → scrub/wet woodland
 Aim to manage: Cost effective approach involving multiple grants and volunteer effort (>120 hours volunteer effort in 2022)

Risk Assessment

Continued work on Risk Assessment/register in line with village walk -about

Gardening Activities 2023



Challenges

Gardening contractor 1 - badly let us down spring 2023 (activities usually completed each spring - not done)
 Weather throughout 2023 - high growth season
 Himalayan balsam - uncontrolled upstream
 Silting of the river
 Lot of concern expressed by shareholders (PVMC has tried to juggle activities to try to accommodate feedback/requests)

Successes

New contractor 2 on board (plus supplemental resource)
 Volunteer activities eg woodchips, mare's tail, raking wildflower banks - includes volunteers beyond PVMC!
 THANKYOU!

Gardening Activities 2024 - Back on Track!!



Schedule

Review of schedule in progress
Updated schedule to be reviewed/agreed with current contractors this year
Will include reedbed activity Oct 2024 (require grants & volunteers)

Considering...

Bird boxes
Daffodils

Taking into account..

Himalayan Balsam

Invasive
Short/weak roots
Upstream- ongoing battle as not controlled
Ongoing consultation 3 parties

Weeding

Manual <> chemical weed management

Role Dorset Council / Highways

Adopted roads

Differing Views

Natural <> landscaped



Open Forum and Summary