



**NOCTON PARK MANAGEMENT LTD**

*Helping to make Nocton Park a better community!*

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**NOCTON PARK  
MANAGEMENT LIMITED**

**Company Number: 02335481**

**BOARD MEETING**

**THURSDAY 15 DECEMBER 2022 11.30am**

**Meeting held IN PERSON**

**REPORT**

## A) PRESENT

### ➤ Directors:

- Mrs ALISON COOKE (Chair of the Board) **(AC)**
- Mrs JULIE WALLHEAD **(JW)**

### ➤ Managing Agent:

- Mr SIMON BAXTER of SR Baxter Business Consulting **(SB)**
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## B) AGENDA ITEMS

### 1. Agreement of Minutes for last Board meeting

The Board stated that the minutes had been received and there was no issue that had been discussed that was still outstanding as far as they were aware. They fully appreciate the fact that the current operational approach was that issues were raised and discussed, and then crucially, acted upon.

They confirmed they were happy with keeping the minutes in a digital format and didn't feel they need to actually sign them.

No issues or actions needed to be noted.

### 2. Finance overview for 2022

The Managing Agent went through the main points in regard to the finances of NPML. The main elements stated were:

- The estimated cash balance in the bank as at the end of the year was circa £12.5k.
- From an estimated income projected for the property charges of £41k for 2022, NPML received nearly £47k which included payments from debts of 2021.
- The deficit as at the start of the year of £8,469, the projected deficit end of year is £2,700. This did include overpayments of £466.
- The financial cash position did not include the secure charging order on **XXXX** property of circa £1,800. Whilst it was appreciated that this was not actual cash, it was at least an asset for the company which will be crystallised in the future.
- The financial position at the end of the year was far more secure and sound than at the start of the year - mostly through careful management but crucially through the approach to ensure a property service charges owed by the properties were paid.

The Board agreed that the financial picture was far more positive now that when the Board took over last year. They agreed they could with confidence make decisions on larger maintenance and capital investments.

The Board did confirm that they do wish to have the flats sink fund properly marked as to assure the flats lease owners that this can be used in future. The Managing Agent confirmed that the accounts now do include a separate element of what the 'sink fund' will be. The only issue that will need including is that the costs associated to the Flats for this year needs to be deducted.

### **3. Update on the 2022 debts**

The Managing Agent stated that the unpaid debts at the start of the financial year was in excess of £12k but now through close and diligent management of the charges owed meant that the debts for unpaid charges was circa £1,500.

The Agent confirmed that the new policy that was agreed at the AGM in regard to the proper management of the services would allow all parties to be properly aware of the process that the Board will follow in regard to any property charges not paid, or not paid in full when due. It was confirmed that it was unlikely any action would be commenced until March so to allow properties a proper opportunity to make arrangements for the payment. From then it would be possibly not until June that any formal demands detailing court action would be commenced.

The Board agreed that the community need to be aware that the approach taken is serious and run on a proper business and commercial foundation. It was hoped that in 2023 it would stabilise and the Board could be confident of the income.

The Agent confirmed that any debts for 2022 would be actioned in January 2023.

### **4. Update on Court Cases**

The Agent confirmed that the court hearing for the claim against **XXXX** is scheduled for 02 March 2023. All the submissions and documents had been made and we would await to see if the Court hearing goes ahead after various adjournments.

It was stated that no hearing detail had been confirmed for the hearing against the claim made by **XXXX** - this meant that the hearing would be unlikely be before April 2023.

### **5. Grass and Arboricultural Contractor - contract review for 2023**

The Board discussed the current contract arrangement with Dan Michael of Welton Tree Services and agreed that the work that was being undertaking was very good. They agreed that the working relationship had produced positive results for the community and that the community had been complimentary on the work that was been undertaken. They also agreed that the tree work on the forest area and ditches was also long overdue but would be positive for the aesthetic look for the amenity areas.

They agreed that while the prices had increased (partly because of the VAT registration) it was in the best interest for the community if the contract was renewed for another year.

The Board did feel that once the major work was undertaken, the five year cycle of arboricultural management would ensure that the area was maintained adequately.

## 6. **Contractor review**

The Managing Agent went through the current service contractors and provided a review of each.

- *Flats cleaning and Flats grass cut: Mr John Brooks*

- It was agreed by the Board that the work undertaken by Mr Brooks for both the flats cleaning and the grass cutting had been going well and no complaints had been received in regard to the standard of cleaning. The grass cutting had been undertaken as required and the area looked well maintained. It was felt that it would be in the best interests of the company and shareholders if a contract renewal was offered as long as the contract renewal price was suitable.

- *Accountant: Tabbi Bannister*

- It was agreed that the independence of the current accountant did provide a suitable overview of the accounts. The Managing Agent agreed that the discussions for the accounts for 2021 went very well and from his opinion the formal accounts were produced accurately. It was felt that it would be in the best interests of the company and shareholders if a contract renewal was offered as long as the contract renewal price was suitable.

- *Fire System Management: Westgate Fire Services*

- The Board agreed that due to the type of the fire system in the flats the Board was limited to the providers who could manage the system. They agreed that the provider was providing a necessary service and that they agreed the contractor knew the system and flats as needed. It was felt that it would be in the best interests of the flats community if a contract renewal was offered as long as the contract renewal price was suitable.

- *IT provision: RedIT*

- The Board felt that while the amount of IT Management provision was not as much as previously needed, it was still advantageous that some provision was made for IT management to ensure that the website and the main email was protected from any digital attacks. It was felt that it would be in the best interests of the flats community if a contract renewal was offered as long as the contract renewal price was suitable.

## **7. Flats works review**

The Managing Agent confirmed that the meetings with the only representative from the Flats for the Flats Maintenance Working Group (Mr John Brooks) happened around a month ago and the second meeting would be on the 21 December 2022.

This meeting allowed the Managing Agent to discuss the short and long term issues the flats are facing and then fully update the Board for the final decision. It has already produced an action plan for the internal works needed and will allow for the proper plan for the major external works including soffits and facias in 2023.

The issue that the flat lease holders will need to be made fully ware is the cost of the works will fall on their shoulders and that while NPML may have to initially pay for works, it will have to be done on a discussion basis with the lease holders for repayment.

## **8. Capital Works considerations (other than Flats)**

The Board discussed the future capital works plans and wanted initially to concentrate on the works recommend for the play park by the safety inspector as well the works on the ditches in the community. The crucial element of the play park was the flooring, and in regard to the ditches the question of the work near the allotments.

The Managing Agent stated that as the financial picture of NPML had improved, it would allow more flexibility in regard to capital investment but possibly on a limited and long term basis.

The Board agreed that caution would be needed for the capital investment as to not cause undue stress on the financial stability of NPML.

The Board did want to clarify however who would / should pay for the work on the ditches and if the sides of the ditches are actually owned by the property owners.

## **9. Allotment lease discussion**

The Board agreed that the lease negotiations with the Nocton Park Allotment Association were nearly completed and there was just a few details to clarify. It was hoped that within a few months everything would be agreed and a formal lease would be signed.

The Board did also confirm that they wanted to get a list of priorities of who can ask for a lease as more people from further afield were asking for the allotments.

## **10. Non-director or Contracted person attendance at Board Meeting**

The Managing Agent confirmed that there had been a request from a member of the community who lived in the Peter Sowerby development to have some representation from these properties on the Board of Directors.

The Managing Agent stated that there is a possible legal ramification of having non-director or non-contractor at Board Meetings as they would not be legally responsible for any decisions made. He was aware that there had been previous attendees (for previous Boards) but he recommended caution on this approach.

The Board agreed that while they would welcome input from all types of properties in the community, they did feel that because of the increase in quality and transparency of communication available to all stakeholders, they felt that having a non-director or contract person at the Board meeting may not be advisable. They also stated that any request for clarification or query should be relayed to the Managing Agent who could then refer any query to the Board for direction.

The Board did conclude that if any person wants to apply to be a director, they could apply to be co-opted or await for the next AGM to be voted in. Alternatively any member of the PS property community could speak for themselves.

#### **11. Records of NPML review**

The Managing Agent confirmed that nearly all of the records for the individual properties had been scanned digitally and now were safe for future review by Boards and applicable parties. There was some records missing unfortunately but it had allowed a thorough review of the historical issues for some properties.

The remaining records were the general administration of NPML. The Managing Agent confirmed that all the scanned records would ultimately be saved in the P Drive once access was regained.

Then there would be an approximate five foot of paper to be shredded.

It was confirmed that after all the appropriate records had been scanned, there would be 2-3 boxes of records (such as historical records) that would need to be kept in tact and cannot be scanned. These would remain for the foreseeable future with the Managing Agent.

The Board agreed that the future direction would be limit the paper produced and kept by NPML and to promote the use of email and digital records.

#### **12. AGM Review and date of future AGM**

From the discussions at the AGM, the Board agreed that it would be more suitable if the AGM could be earlier than usual - possibly in May or June. This would ensure that the financial data was more relevant and more up to date.

The Managing Agent confirmed that it would be possible to have the AGM in June 2023 as long as the accounts could be completed by the accountant by April to then allow a good time for the Board to fully examine the documentation.

The Board confirmed that the actual AGM date would be agreed in due course.

### 13. **Website review**

The Managing Agent stated that the website was updated on a regular basis and that it was under constant review for the usefulness for the community. There was regular Board updates as well as new policies agreed to ensure that the community were aware what was happening and the decisions of the Board.

The Board agreed the website was very useful for the community and allowed as much transparency as possible.

**Meeting was closed by the Chair at 12.40pm.**

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