

C H FLATS No 3 (WOTTON BASSETT) LTD, WESLEY COURT

2025 AGM

Held on 17th November 2025

CHAIRPERSON'S REPORT

Welcome

Welcome to the C H Flats No 3 (Wootton Bassett) Ltd AGM and thank you for taking the time to come along this evening. This AGM looks at the year ending 30th June 2025.

Thank You

I particularly want to thank and appreciate the officers of the Management Committee for their time and hard work on behalf of all of the owners and residents of Wesley Court over the last year. I thank Hillary Harding, our Treasurer, together with Linda Addyman, Melodie Beevers, Marie Mullard and Colin Tydeman for their work on the Management Committee.

Also on behalf of all owners and residents I thank Richard Tydeman, our Managing Agent, for his excellent work supporting and maintaining Wesley Court for us. Once again Richard has done a sterling job managing the building, listening to the residents and arranging all of the many regular inspections like the Fire Risk Assessment and Electrical Installation Report and getting any findings actioned.

We really appreciate your work, advice and contribution to the running of Wesley Court, many thanks Richard!

Aims

The Management Committee aims to maintain and improve Wesley Court to ensure that it is a clean, safe and pleasant place to live which meets regulatory and safety requirements, whilst also protecting the owners' interests on a sound financial basis.

I would remind you that Wesley Court was built in the 1970s so is approximately 50 years old and is starting to need more maintenance.

Plans for 2024/5

- *The next projects for consideration were reconfiguring the doors into the refuse area to restrict access to the electricity meters and address other issues raised in the Fire Risk Assessment and a communal laundry facility.*
- *External window cleaning should be undertaken twice a year as usual.*
- *Expenditure to be rigorously managed to remain within expected income.*
- *Subject to budget, a further £5000 to be added to the reserve fund as previous years.*
- *Continue to ensure that Wesley Court is maintained to high standards of cleanliness and security to provide a pleasant and safe environment.*

2024/5 Headlines In Brief

- The service charge was held at £90 per month.
- Total expenditure for the year was £23,568 (£23,565 for the previous year) against total income of £32,560 so £5000 was transferred to the reserve fund as planned.

- The second roof gulley was relined to address persistent leaks after the successful lining of the other gulley.
- Superfast broadband was installed in the block at no charge to Wesley Court.
- Issues identified in the Fire Risk Assessment were addressed including getting the flat front doors installed by DSD Builders Ltd (which proved to be non-compliant due to over trimming) replaced at no charge. The refuse area doors were also reconfigured and communication to both residents and owners was increased. Work continues to remind all owners that their front doors must be compliant.
- Whilst replacing the cladding on the building is not currently a legal requirement as the building is below 11 meters high, it was felt prudent to start replacing it with cladding meeting current fire regulations. Approximately 50% of the cladding has now been replaced.

Plans for 2025/6

- The project list is kept under regular review and under consideration are:
 - installing CCTV over the car park and front of the building (underway),
 - adding non slip covers to the communal stairs,
 - a communal laundry facility,
 - continueing to replace the remaining external cladding.
- Expenditure to be rigorously managed so that the block can be maintained within the expected income.
- Subject to budget, a further £5000 to be transferred to reserve funds as usual.
- The external window cleaning should be completed twice during the year as usual.
- The focus should remain on ensuring that Wesley Court is maintained to high standards of cleanliness and security to provide a pleasant and safe environment at all times.

Outlook

The financial and regulatory outlooks are rather fluid at the moment. For the moment all that can be done is to remain as informed as possible and ensure that all regular inspections of the building are conducted and then adapt plans as needed to meet any changes.

The regular independent roof survey should be completed. The last survey indicated that the roof looked good for a further ten to twenty years.

The steady rebuilding of the reserve fund should continue. Hillary will be reporting on the finances in more detail shortly.

Thank you for listening.

Minutes of the 2025 Annual General Meeting CH Flats No. 3 Ltd Wesley Court

Held at the Angel Hotel, Wootton Bassett on 17th November 2025. Start Time: 20:00

Present:

Linda Addyman (Flat No 22)
Jan Brooks (Flat No 6, 21, & 29)
Hillary Harding (Flat No 26)
Bob Harding (Flat No 26)
Marie Mullard (Flat 7)
Richard Tydeman (Managing Agent & Proxy for Colin Tydeman Flat 11)

Apologies:

Mr Mullard (Flat 7)
Sara Hickman (Flat 9)
Colin Tydeman (Flat 11)
Dave Addyman (Flat No 22)
Melodie Beevers (Flat No 25)

Jan Brooks, as Chair, opened the meeting by advising that Colin Tydeman had nominated a proxy to vote on their behalf and that no questions had been raised in writing before the AGM as required, so there would be no questions under Any Other Business.

1. **Apologies:** Please see above apologies.
2. **Approval of the Minutes of Last AGM:** The minutes of last AGM were approved.
3. **Chairpersons Report** – Jan Brooks thanked the committee for their attendance at the committee meetings in the year, and their hard work in maintaining a high standard of cleanliness and a secure, pleasant environment at all times for the occupiers of Wesley Court to live in.

Attention was drawn to the activities taken place this year which included the lining of a roof gully to avoid leaks, the installation of superfast broadband, fire door replacement project and the ongoing cladding replacement project.

The cleaning of the windows and the refuse bins twice a year was proposed by Jan Brooks and Hillary Harding seconded the proposal.

4. **Treasurers Report** – Hillary Harding gave a briefing of the financial position as at 15th November 2025. The business current account stood at £11,400.49 and the Commercial savings account stood at £19,734.55.

The most recent accounts were not ready for the AGM however were to be included within the minutes issued to each leaseholder.

5. **Election of Committee:** One third of the Committee is required to resign and it was the turn of Linda Addyman, Jan Brooks and Hillary Harding to stand down. Hillary Harding proposed and Marie Mullard seconded that Jan Brooks be re-elected. Marie Mullard proposed and Jan Brooks seconded that Hillary Harding be re-elected. Sadly Linda Addyman has decided not to stand for re-election. The committee thanked her for her hard work and dedication given to Wesley court over the years as both a treasurer and a member and wished her well for her future endeavours.
6. **Election of Officers:** Colin Tydeman (proxy Richard Tydeman) proposed that Jan Brooks be re-elected as Chair and this was seconded by Marie Mullard. Colin Tydeman (proxy Richard Tydeman) proposed that Hillary Harding be re-elected as treasurer and this was seconded by Jan Brooks.
7. **Any Other Business:** No other business was brought up prior to the AGM.

The meeting closed at 20:30