



MOORHAVEN VILLAGE MANAGEMENT CO LTD
THE ESTATE OFFICE MOORHAVEN VILLAGE IVYBRIDGE DEVON PL21 0EX
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Notes of the Directors Meeting held on Monday 16th November 2015 – 19:30hrs
at 1, Moorfields, Moorhaven Village

	In Attendance – Donna Healy (DH) - Chairman, Clare Reason (CR) Tim Douglass (TD), Elayne Hoskin (EH), Sally Morgan (SM), John Reynolds (JR), Charlotte Tickle (CT)	
1.	Apologies Roy Copestake (RC) & Kieron Crawley (KC), Lesley Abraham - Administrator had offered apologies prior to the meeting.	
2.	Minutes of Last Meeting – 19th October 2015 The minutes of the previous meeting were agreed as a true record and DH appended her signature accordingly.	
3.	Matters Arising from the Minutes as (2)	
i)	Transfer of storeroom – no progress so carry forward to next meeting.	LAA
ii)	Grass / land opposite to The Mansions (between garages). EH advised that the Shareholders acknowledge that this land needs to be maintained and confirmed that the goal posts would be removed by the residents when not in use. EH stated that a follow up letter is required confirming the discussion.	LAA
iii)	Pathway between 7 & 10 Moorfields. Agreed that this area needs tidying up and that the Shareholders whose properties are affected be consulted. Carry forward (spring).	TD
iv)	Bank / border areas to rear of Church/Tower Lane - maintenance contractor to make some proposals to tidy the areas in the autumn and ensure maintenance is included in the GM contract. Carry forward to the spring.	ALL
v)	Company land next to Gate Lodge: deadline end September. It was confirmed that the bulbs had been planted and the area grass seeded but that had not taken. Shareholder will be re-seeding shortly.	LAA
vi)	Wooden fence posts above the Church – Lester Hard has replaced one of the posts and will attend to the other shortly.	
vii)	Paddock hedges – Cutting of these is being progressed with the Shareholders concerned.	
viii)	There are, once again, some significant potholes in the village roads – TD has contacted the contractor to inspect and provide a quote	LAA

	White Lining of car parking spaces in Church Lane, Tower Lane and the Mews. C/fwd to next meeting Painting of car park wall in Tower Lane - the painting of the wall has been suspended due to water ingress and blown render. Any further work cannot be progressed until spring. C/fwd to spring Tree Works The Administrator will advise when the works will commence, the contractor is currently applying for all necessary permissions (TPO) Christmas Fair Is being organised for Saturday 5 December from 4pm - 8pm at the Pavilion Car Park. CR confirmed that all plans are progressing well and that information has been circulated to Shareholders via the website, Facebook and with posters.	LAA ALL
4.	Administrator's Report The report had been circulated with the agenda and the details were discussed.	
5.	Financial Update a) The Profit and Loss to date was distributed with the Agenda Nothing new to report, on target. b) The Debtors List was distributed with the Agenda The Administrator updated the Board regarding 1 Shareholder. c) Budget 2016 - the Board reviewed the draft budget and debated various service charge options / scenarios. It was agreed that the service charge would rise to £900/pa from 1 January representing a 2.86% increase (the first since 2012). However Shareholders should note that the Grounds Maintenance tender is currently being advertised and the Board will not know the outcome of this exercise until early January. An uplift has been provided in the budget, but a mid-year uplift (in July) may be required. Shareholders will be kept informed and a letter will accompany the invoices that will be sent out in December.	
6.	Planning, Buildings and Environment a) Planning Register Nothing to report. b) Village Maintenance and Development - nothing new to report c) Health & Safety TD reported that the boulder that used to contain the Tower Land slate sign had been hit by a Parcel Force van and needs to be re-sited, and a replacement slate sign obtained and re-fixed. The Administrator has contacted Parcel Force accordingly and EH will ask the GM contractor to help re-site the boulder. Leaves in the road gulleys - a Shareholder had voiced concern about the gulleys being invisible in the dark when full of leaves. EH confirmed that the gulleys have been regularly cleared and as most of the leaves had now fallen the issue will be resolved.	

7. a)	Grounds Maintenance The grounds issue log which had been circulated with the agenda was discussed. The Woodland Lane – EH updated the Board on investigations undertaken by DH & EH.	ALL
b)	Grounds Maintenance Contract Tender Update; 2016 - 2019 The invitation to tender has been issued and a notification posted on the website. EH suggested that the full tender documents be placed in the Shareholder's area of the website for information. The closing date is 22 December 2015, evaluation of submissions will take place on Wednesday 6 January 2016, and the aim is to award the contract by end of January.	
8.	AGM / Open Forum 2015 Review Carry forward to next meeting.	
9.	Correspondence Nothing to report at this meeting	
10.	Communications Nothing to report at this meeting.	
11.	Any Other Business Nothing to report at this meeting.	
12.	There being no further business the meeting closed at 20:45hrs Dates of Next Meeting: The Board agreed that the December meeting should be cancelled 6 January 2016 - Tender Evaluation Meeting at 7.30pm – 1, Moorfields 18 January 2016 - Board Meeting at 7.30pm - 1 Moorfields	