

Fernwood Central Joint Maintenance Panel

Minutes May 23rd 2017 &pm Village Hall

1. To accept apologies for absence.
None.
2. To elect chair person for the group.
Cllr Peter Murray agreed to be acting chair.
3. To elect secretary.
Cllr Peter Murray agreed to take minutes.
4. Welcome to new panel members.
Warm welcome to Cllr Mollie Weale, Cllr Michael Phelan and Firstport site manager Gary Cox.
5. To approve minutes of last meeting.
Approved.
6. To vote on tree guard maintenance and ongoing costs for removal or maintain.
Full agreement and passed.
7. To vote on Fernwood Central maintenance vehicle contract renewal.
Full agreement for a leased vehicle and the best of three quotes.
8. To discuss management and maintenance Schedule for the open spaces 2017-2018.
Firstports Gary Cox presented the budget and handouts to the panel.
There are a lot of savings and a few increases.
Gary Cox is concerned in the lack of reserve funds and said this will need to be addressed in the near future.
9. To discuss phase one maintenance payments from BDWH official response to panel.
John Jays Firstport said this was not their responsibility and will forward their reply to the group that had been sent out to the strategy group.
10. To discuss user groups and resident additional work requests and update.
Gary Cox Firstport had been notified by David Wilson Homes, that the petanque club had gone direct to them about the slabbing and barrier.
They have been informed it is up to first to decide on matters as they are their estate managers.
Gary Cox said first port would have no objections to the slabs and a segmented barrier that allows pedestrians to wall through from all sides and also the dropping of the £500 bond.
Gary Cox said there is no need for the bond as the area is used by children as a ply area when not in use by the club and could remain a play area if the club ceased.
Firstport have offered to quote for the works once new drawings of acceptable barriers are agreed.

To be taken Council and residents association panel for approval.

11. To discuss resident's management and maintenance requests.

A letter was sent to the Parish council with regards to vehicles accessing the pavements on ruby's Walk and grass in bad condition.

Gary Cox and John Jays are aware of this and maintenance works are ongoing.

Gary Cox mentioned the paths are adopted and they cannot put up barriers on them but will contact Highways to resolve the problem.

Also Gary Cox said they could strategically install information double sided lockable notice boards across the grass areas to stop the vehicles access.

Firstport also said the Parish council and Residents' association could use the notice boards if agreed.

To be taken to the Parish council and Residents association for approval.

12. To receive items for information.

None.

13. Date to review accounts for 2016 -2017

14. Date for next meeting Tuesday 29th August 2017

Gary Cox suggested that the panel could communicate mostly through email with a representative from the panel for the residents association and the parish council to move things more quickly and proactively as he has been doing with other sites.

The panel to meet when necessary.

To be taken to the Parish Council and Residents association for approval

Gary Cox wants to be proactive with openness and transparency and to improve the wellbeing and aesthetics of our village

Thank you

Peter Murray

Heading Description	% Increase Or Reduction On CY Budget (%) = Reduced % = Increased	Agreed NY Budget	CY Variance % Forecasted Actual v Budget (over) / under	CY Variance £ Forecasted Actual v Budget (over) / under	CY Forecast	CY Actual	CY Budget
2000 Service Charges Levied	2%	(£318,551.50)	100%	£313,009.00			(£313,009.00)
1220 Concierge & on Costs	(100)%		(100)%	(£20,401.56)	£20,401.56	£19,898.51	
1230 Telephone	(100)%		(100)%	(£407.03)	£407.03	£396.99	
1240 Monitoring Service	0%	£1,120.00	41%	£456.10	£663.90	£647.53	£1,120.00
1300 Insurance	(100)%		(7)%	(£93.39)	£1,383.39	£1,349.28	£1,290.00
1301 Insurance - Terrorism	(100)%		(100)%	(£835.03)	£835.03	£814.44	
1307 Insurance - Estates	100%	£1,290.00	(100)%	(£104.78)	£104.78	£102.20	
1309 Insurance - Buildings	(100)%		(100)%	(£19,454.06)	£19,454.06	£18,974.37	
1320 Electricity	100%	£170.00	(100)%	(£3,078.51)	£3,078.51	£3,002.60	
1340 Water & Sewerage	100%	£50.00	(100)%	(£70.26)	£70.26	£68.53	
1380 Grounds Maintenance	3%	£75,420.00	139%	£101,042.23	(£28,171.23)	(£27,476.60)	£72,871.00
1387 Maintenance of Trees	0%	£4,500.00	100%	£4,500.00			£4,500.00
1470 General Maintenance	0%	£7,000.00	(413)%	(£28,888.68)	£35,888.68	£35,003.75	£7,000.00
1515 Playground Facilities	(67)%	£500.00	(110)%	(£1,643.41)	£3,143.41	£3,065.90	£1,500.00
1540 Plant & Machinery	(100)%		(100)%	(£10,045.84)	£10,045.84	£9,798.13	
1633 Redecorations	(100)%		(100)%	(£1,870.11)	£1,870.11	£1,824.00	
1634 Contribution to Reserves	0%	£7,600.00	100%	£7,600.00			£7,600.00
1700 Sundry Expenditure	(100)%		(100)%	(£3,162.17)	£3,162.17	£3,084.20	
1770 Linked Site Charges	3%	(£6,835.50)	100%	(£6,633.00)			(£6,633.00)
1800 Management Fees	3%	£114,656.00	23%	£25,718.84	£85,598.16	£83,487.52	£111,317.00
1808 Accounts Preparation Fee	4%	£1,240.00	100%	£1,193.00			£1,193.00
1810 Accountancy & Audit Fees	(100)%		(100)%	(£30.76)	£30.76	£30.00	
1812 Audit Fees	0%	£812.00	100%	£812.00			£812.00
1820 Legal & Professional Fees	(100)%		(100)%	(£101.50)	£101.50	£99.00	
1840 Health & Safety	(100)%		(100)%	(£331.02)	£331.02	£322.86	
2020 Interest Received	(100)%		(100)%	£53.40	(£53.40)	(£52.08)	

Fernwood

Income and Expenditure Account for the Year Ended 31 May 2016

Prior Year Actual		Actual	Estimate
Income			
181,450.00	Service Charge Income	199,150.67	202,388.00
3,446.83	Empty Property Costs	665.99	-
(53.35)	Tenant Interest Charged	40.87	-
£184,843.48	Total Income	£199,857.53	£202,388.00
Expenditure			
S1 Estate			
12,013.27	Concierge & on Costs	-	-
-	Monitoring Service	1,082.02	936.00
1,173.42	Insurance - Estates	1,222.01	1,230.00
-	Public Liability Insurance Premium	-	810.00
155.04	Electricity	176.91	-
98.47	Water & Sewerage	58.00	-
32,580.00	Grounds Maintenance	68,997.83	76,015.00
232.20	Green Skip Removal	-	-
2,832.02	Additional Tree Work	-	-
-	Light Bulb Replacement	19.49	-
5,503.03	General Maintenance	1,923.25	9,065.00
-	Insurance Excess	-	-
-	Playground Facilities	-	1,500.00
(3,557.72)	Linked Site Charges (To The Woodlands Balderton)	(5,570.01)	(6,203.00)
104,042.03	Management Fees	110,257.90	111,317.00
1,640.00	Accountancy & Audit Fees	1,928.60	1,658.00
420.00	Health & Safety	161.10	-
(741.79)	Prior Year Items	-	-
156,389.96		180,257.09	196,328.00
2,173.05	Contribution to Reserves	6,002.34	6,060.00
£158,563.01	Net Expenditure S1 Estate	£186,259.44	£202,388.00
£26,280.46	Schedule 1 - Surplus / (Deficit)	£13,598.09	-

Fernwood

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Fernwood - 39209**Reserve Funds for Longer Term Maintenance**

	Brought Forward <u>2015</u>	Provision for <u>2016</u>	Correction	(Contribution from) <u>2016</u>	Total at Year End <u>2016</u>
Schedule 1 - Estate Costs					
Major Clearance of the Balancing Ponds	747.99	92.34			840.33
Health & Safety Costs	1,809.87	738.75			2,548.62
Landscape Renewals	270.86	2,770.31			3,041.17
Major Repairs to Playground Equipment	247.34	92.34			339.68
Arboricultural Work	1,042.01	1,385.16			2,427.17
Machinery Replacement	-	923.44			923.44
Interest Received & L/Y Suplus/Deficit b/fwd	26.94	46.45		0.04	73.43
Schedule 1 Total	4,145.01	6,048.79	-	0.04	10,193.84