



Minutes of the 2025 AGM (held on Wednesday 29th October at 19:00, Oliver Twist PH)

Present: Mark Salisbury, Tim O'Dell, Ian Giles, Glenn Turner, Ray Heeds, Fred Briffitt, Alistair Anthony, John Marshall, Kevin Seckington

Apologies: Phil Wells, Julianne Lamin, Satyen Shingadia, Ian & Jade Buckley, Hannah Wilkins

1. Approval of minutes of 2024 AGM

- The minutes of the previous meeting were agreed unanimously.
- There were no matters arising from the 2024 AGM

2. Chairperson's Report

- The Co-chairperson's printed report was circulated to all present and is attached at the end of this document.

3. Nominations and Election of Committee Members

- Co-Chairs Tim O'Dell and Mark Salisbury were re-elected
- Treasurer Fred Briffitt was re-elected
- Committee Members Ian Giles John Marshall and Alister Anthony were re-elected

4. Treasurer's Report

- Fred reported that there was a balance of just under £2,300 in our current account and little more than £7,200 in our two savings accounts. The two savings accounts have earned just over £120 in interest over the last 12 months.
- The annual insurance increased from £641 to £678 and the Accounts fee increased from £564 to £588

5 Approval of Accounts

- The accounts that were submitted to Companies House were circulated to all 23 directors. These were approved unanimously by all at the meeting.

5. Accounts and auditors

- Last year's accounts (circulated to all directors via email and at the meeting) were approved unanimously and it was agreed that we would continue to use Shaw Gibbs (formerly DNG) as our accountants.

6. Maintenance Contractor

- Glenn Marshall has not requested an increase in his monthly fee of £470. It was unanimously agreed that Glenn is keeping the utility land well looked after.

7. Maintenance Charge

- After a very brief discussion it was agreed that the maintenance charge would remain unchanged at £25 per month or £300 per annum.

8. Events

- See Co-Chair report below

9. AOB

- Verification as a Director - See Co-Chair report below

10. Date of Next Meeting

- September 2026.

The meeting closed at 19:50hrs

DRAFT

Pinetrees Village Management Ltd. – Residents' Update

28th October 2025

Dear Fellow Residents,

HMRC Director Identification Requirements

The HMRC has recently introduced new regulations that require all directors to verify their identity. As Fred has previously advised, this verification process is now mandatory for all directors.

Comprehensive, step-by-step instructions are available to guide directors through the online identification process. It is expected that completing this task online will take only a short amount of time.

Please be aware that this requirement must be fulfilled by 18/11/2025. Should anyone encounter any difficulties or require assistance with the process, fellow residents are encouraged to offer their support.

Pond Maintenance and Community Involvement

This year, residents have not been called upon for additional workdays to support maintenance efforts, unlike in previous years. The introduction of extra pond clearance duties, efficiently carried out by Glen, has made a significant difference. Once all the surrounding trees have finished shedding their leaves this autumn, it may become necessary to seek further assistance from residents for a dedicated pond clearance morning.

In the coming year, several areas will need our focus. Ongoing management of pond weed and maintenance of the wood edging will need to be carried out. Additionally, the inlet pond no longer diverts water through all three routes as it once did, due to erosion of the liner.

Currently, we haven't taken any steps to address the inlet pond issue. We're observing whether this change will cause problems like slower water flow or stagnant water in the area with reeds. An assessment will be made next spring to determine if repairs are necessary.

We would like to encourage all residents to share their suggestions and feedback on possible improvements or initiatives that could help make the area more utilised and enjoyable for everyone. Committee membership and increased participation are always welcomed. Should any resident wish to put themselves forward for the position of Chair or Co-Chair, please let us know. If there are no volunteers, both Tim and I are prepared to continue in our roles for the coming year.

Committee Leadership

We are pleased to confirm that the committee continues to benefit from the dedicated support of the committee members. The ongoing commitment and collaborative approach have been instrumental in guiding the activities and initiatives.

Both Tim and I remain available to support residents and are prepared to continue in our roles for the coming year, this should no other volunteers come forward for these positions.

Residents interested in joining the committee, or taking on a leadership role are encouraged to express their interest. Active participation is always welcome and valued.

Tim O'Dell

Mark Salisbury

Joint Chairs.