



Herbert Collins Estates
Residents Association

Notice of the 2023 Annual General Meeting
Tuesday 17 October at 7:30 pm (doors open 7.15pm)
The Hall, St George Catholic College, Leaside Way.

All residents are warmly invited to attend this meeting, whether they are members of the Association or not. We would like to invite new people on to the Committee. If you wish to find out what is involved, please contact me. We are also looking for an additional director of HCEL, the Company (P.T.O.). Denise Fenwick, HCERA Secretary, 7 Leaside Way or by email to hcera@herbertcollins.co.uk

AGM Agenda (see www.herbertcollins.co.uk/agm for AGM documents)

1. Minutes of the Annual General Meeting held on 18th October 2022 and matters arising.
2. Chairman's report for the year 2022/23.
3. Treasurer's report for the year 2022/23.
4. Annual subscription for 2024.
5. Report of the Ethelburt Avenue Road Improvement Group.
6. Report of the Tree Group.
 Proposal to establish a tree maintenance fund.
7. Report of HCERA Facebook Group.
8. Election of honorary officers for 2023/24: Chairman, Vice-chairman, Treasurer, Secretary.
 (Nominations should be made to the secretary on the form below. Provided they are willing to stand, the current officers are eligible for re-election.)
9. Appointment of Honorary Auditor.
10. Election of committee members (street representatives). Please make nominations on the form below. Volunteers of helpers for deliveries and collections are welcome.
11. Election of a director of HCEL, if any nominations have been received by **10 October**.
12. Herbert Collins Estate Limited; a review and looking ahead.
13. Any other business. Please email in advance the topics for discussion, if you can.

Refreshments

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Nomination form for officers and street reps of the HCERA during 2023/24:

I (HCERA member's name).....of (address).....

Propose the following for the position(s) stated:

Office..... Name..... Address.....

Office..... Name..... Address.....

Office..... Name..... Address.....

Office..... Name..... Address.....

Signed..... Date.....

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Nomination form for a director of Herbert Collins Estates Ltd.

Name of proposed director..... Address.....

Nominated by (please print) Address.....

Signed..... Date.....

Seconded by (please print) Address.....

Signed..... Date.....

Return completed nomination forms to 7Leaside Way (or email the same information) by 10 October.

Job Description for a Director of Herbert Collins Estates Limited.

The Articles of Association of Herbert Collins Estates Limited allow the appointment of a Director at the AGM of Herbert Collins Estates Residents Association.

A Director must be an individual member of the Company.

There is no Chair of Directors, or CEO, the directors of the company work as a team. The main qualification is to be enthusiastic to maintain the character and value of the Estate and to act as a custodian of Herbert Collin's vision for the Estate.

While they work as team, there are some individual jobs undertaken by directors, such as managing the collection of ground rents, writing the annual report and producing the financial statement in accordance with the Companies Act, and negotiating renewal of insurance policies.

Most of the activity of directors is involved in evaluating the requests for alterations to properties. Directors do not need to be experts in architecture or building, but they should be in agreement that alterations remain in keeping with the vision of Herbert Collins. They make full use of the Appraisal and Management Plan for the Conservation Area and the Policy of the Company, to inform their decisions.

The call on a director's time is not onerous. Meetings are held every 4 to 6 weeks to ratify decisions and agree action, but most communication and discussion is via email. Meetings may be by Zoom, for example, if a director is isolating or temporarily away from Southampton. Some basic IT knowledge is therefore an advantage, and currently a working knowledge of basic accounting software would be helpful to the Company.

If this description sounds like you, get someone to nominate and second you on the form overleaf.

For more information see www.herbertcollins.co.uk/hcel or email hcel@herbertcollins.co.uk