

BUSHBURY HILL ESTATE MANAGEMENT BOARD LIMITED



MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING

Thursday 18th September – 11am

Bushbury Hill EMB, Kempthorne Avenue, WV10 9JG

Present: A list of attendees is attached.

1 Welcomes and apologies

- 1.1 Meeting chaired by Ken Spilsbury. Ken welcomed everyone to the meeting. Ken handed over to Bill.
- 1.2 Bill Heywood introduced himself and explained that he would be speaking in the absence of Karen Williams.
- 1.3 Apologies received – Kylie Potts, Kevin Rafferty, Shirley Rogers, Karen Williams.

2 Minutes of the AGM held on 18th September 2024

- 2.1 These were proposed by Ray Hurd and seconded by Shane Day as a true and correct record.
These were approved.

3 Matter Arising

- 3.1 There were none

4 End of year accounts (2024/2025)

- 4.1 BH introduced the Auditor, Martin Bradley from Jerroms GCN.
- 4.2 Martin explained that Sumer Auditco carry out the audits for BHEMB, and Jerroms GCN are the accountants.
- 4.3 MB gave a brief overview of the accounts for the year ending 31 March 2025.
- 4.4 MB explained that a copy of the accounts has to be registered for tax purposes.
- 4.5 An income statement was presented. It shows a comparison to the previous year.
- 4.6 Income is up, partly due to increased income from CWC, projects, and fencing.
- 4.7 Repairs and maintenance – figures are down, partly due to the fencing programme. This programme is now finished. Normal repairs costs are up from £500k to £600k. New fire doors were also paid for.
- 4.8 Other income – rental income has been received for our owned properties.
- 4.9 Running costs and salaries are consistent.
- 4.10 General expenses – this includes training for staff and board members, community events, and work done to the community centre.
- 4.11 £41.5k of interest received. We need to pay tax on this.
- 4.12 £389k received from grant income.
- 4.13 £10,711 corporation tax payable on profits.
- 4.14 Other comprehensive income. The owned properties are revalued annually and increase each year. This shows as an artificial profit.
- 4.15 Balance sheet – the figures in brackets are liabilities. Year on year things we buy such as desks and chairs. We write these off, year on year – depreciation as normal procedure.

- 4.16 Debtors – who owe us money. CWC owed us money for the fencing income, which was received after March.
- 4.17 Creditors – who we owe money to.
- 4.18 Unspent grants – these are technically owed back to the grant body if not spent.
- 4.19 West Midlands Pension Fund reserve: now showing as a £486k surplus due to reporting changes. This is a separate reserve as it is not available to spend.
- 4.20 Reserve fund: £50k as per the Management Agreement, plus a cyclical maintenance reserve of £149k.
- 4.21 Any questions regarding the accounts – there were none.
The accounts were approved.

5 Chairs report - BH spoke on behalf of KS

- 5.1 Tenant satisfaction surveys – a City wide survey took place (by Equity). BHEMB are performing better than the city average. Our scores were either the same or higher than in previous years.
- 5.2 Feeling safe – the EMB have addressed the feedback regarding tenants feeling unsafe in their home by introducing a gate programme. Steel gates were installed on houses that are in a terrace of 4. This is to add extra security for the tenants in the middle properties, so the alley ways are enclosed.
- 5.3 Leacroft Island – it was highlighted that there were issues with bikes riding straight over the island at speed. BHEMB paid for works to be carried out to install fencing on the island to stop this.
- 5.4 96 Ring doorbells were distributed to elderly and vulnerable tenants. This project has been extended to victims of domestic violence.
- 5.5 Asbestos management surveys have been carried out on 82 properties on the estate. Letters have been sent to inform tenants. BH asked that if any tenants present have not yet had one completed, please get in touch for it to be arranged.
- 5.6 The kitchen and bathroom programme is now back up and running. 10 kitchens and 3 bathrooms have been completed so far this year.
- 5.7 Damp and mould prevention – improve ventilation. Damp and mould can be a health risk. It is important to keep extractor fans on.
- 5.8 Development – the Magic Gardens have now been developed, and 8 bungalows have been built. A deal was made with CWC that all 8 would be re-let to our tenants.
- 5.9 Showell Circus – the derelict site is now being developed, and new bungalows are being built. These should be completed by 2026.
- 5.10 The old Low Hill office on Showell Circus is currently empty. We are hoping that this site can be developed.
- 5.11 Fifth Avenue Community Centre – there are lots of activities taking place at Fifth Avenue CC. We recently won an award at the NFTMO conference for the great work that has gone on there with supporting people in the community.

6 Annual Resolution to Continue in Management

- 6.1 “This meeting wishes to elect board members of Bushbury Hill Estate Management Board to continue to provide the Housing Management Service to the estate on behalf of the City of Wolverhampton Council”

	Members in attendance	Proxy Votes
Number of votes in favour	25	10
Number of votes against	0	0
Number of abstentions	1	0

The resolution was passed

7 Appointment of Auditors

- 7.1 It is an annual requirement to appoint auditors. The current auditors are Sumer Auditco Limited, working with Jerroms GCN as Accountants and Business Advisors. It was proposed to reappoint them for another year.

	Members in attendance	Proxy Votes
Number of votes in favour	25	10
Number of votes against	0	0
Number of abstentions	1	0

This was agreed.

8 Election of Board Members

- 8.1 Ray Hurd, Kate Spilsbury and Derek Newton stood down from the Board.

Ray Hurd, Kate Spilsbury and Derek Newton had agreed to re-stand for election.

Ray Hurd - Paul Cooper proposed, Kim Cooper seconded
Kate Spilsbury - Mr Bott proposed, Mrs Bott seconded
Derek Newton - Susan Parker proposed, Barbara Darby seconded

- 8.2 All Board members were duly elected a vote as there were vacancies on the board for all the members who stood for election.

- 9 KS thanked everyone for attending and invited attendees to join us after the meeting to speak to us.

The meeting closed at 11:40