



***OTTERSHAW PARK ESTATE COMPANY LTD
& OTTERSHAW PARK WOODLAND LTD***

**ANNUAL GENERAL MEETING
OPEC Ltd & OPW Ltd**

to be held via Zoom

Thursday 25th November 2021 at 8.00 pm

Attached:

- 1 - Formal notice of meeting and agenda.
- 2 - Chairman's report.
- 3 - Minutes of the 2020 Annual General Meeting held on the 26th November 2020.
- 4 - Management accounts for the 12 months ending 31st December 2021 and proposed budget for the year 2022.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Notice is hereby given that the 2021 Annual General Meeting of the Company will be held BY ZOOM on Thursday 25th November, 2021 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 26th November 2020

2 - Chairman's Report

To receive the report attached hereto.

3 - Report on Financial Accounts

To approve the Management Accounts for the year ended 31st December 2021 and the budget for 2022.

4 - Accountants and Remuneration

To renew the appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration.

5 - Budget 2022

To consider and approve the following resolution: *"To approve a general service charge for 2022 in the sum of £325 payable on the 1st January 2022."*

6 - Appointment of Management Committee

- a) For members to approve the OPEC Management Committee for 2022.
- b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2022.

7 - Any other relevant business

Note: A Form of Proxy is attached for Members to vote on the various issues

By order of the Management Committee.

Nigel Eastment, Chairman OPEC/OPW
02 November 2021



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

CHAIRMAN'S REPORT 2021

This is our fifteenth combined AGM for OPEC and OPW (Ottershaw Park Woodland).

IMPACT OF COVID19 – A ZOOM AGM.

The pandemic now seems to be an epidemic, so although restrictions have been lifted many remain cautious. We had booked Christchurch Hall but the committee decided that holding the 'Cheese and Wine' reception was definitely not sensible. We also thought that as most people had grappled with Zoom during various lockdowns holding the AGM on Zoom might even encourage members to attend who might not want to venture out on a cold November evening.

So, in the absence of the main event – the Cheese and Wine – we are trialing a ZOOM AGM. Please do your best to attend on the night; Thursday 25th November at 8pm.

2021 AGM ZOOM Procedures.

Mick Roche will circulate joining information to all members by email in the week prior and will be our 'Administrator' for the session.

VOTING PROCEDURES – As always, voting is restricted to one vote per OPEC member. We will do a count based on a show of hands. A proxy form is included with the AGM Pack, if you know how you will vote it will speed things up if a completed form is submitted before the meeting either by email or hardcopy.

I look forward to a lively general discussion after the formal business is concluded.

PROPOSED INCREASE IN ANNUAL SERVICE CHARGES.

IN BRIEF:

The modest Annual Service Charge increases over the years, have not kept pace with our increasing expenditure and we find that our 'regular' costs have risen, leaving no 'surplus' to build OPEC 'Reserves'. We are aware of the need for road repairs both in the near future and phased over the next 10, maybe even 20 years. We have always known road repairs would be necessary and we must now raise funds to repair roads as well as to cover inflationary costs on our other expenses.

ESTATE COSTS OVER PREVIOUS YEARS: The 2008 the annual service charge was £200. This had risen to £275 by 2020; a relatively modest increase over a 12 year period during which time we used our Reserves for two major bridge projects, road surfacing, lighting replacements and woodland fencing. That period has also seen general maintenance costs increasing to the point where we have not been able to add to Reserves after funding projects such as tennis court refurbishment, OPW tree works, Bothy wall, signs etc.

We now need to plan for significant road resurfacing, with phased implementation across the estate, which cannot be achieved without raising additional funds.

ESTATE ROADS: In previous Annual Reports I have said that our estate roads would be a major expenditure. We are now concerned that the surfaces are deteriorating more widely across the estate. Minor repairs were

done in 2018 and two significant 'patching' jobs in 2016, and 2020. This 'patching' is not the best way to attend to the problems – small repairs will look like a 'patchwork' and is not as 'cost-effective' per square meter as completing larger areas.

STOP PRESS - The surface in 2 areas of the 'Dip' which has been breaking up for some time, has recently started to develop potholes. The committee approved expenditure of £6,500 to get the repair done and the work is currently scheduled for Monday 8th and Tuesday 9th November. This urgent expenditure demonstrates the both the benefits of holding Reserves and also that we will come under increasing pressure to do something to avoid potholes developing more widely across the estate. The committee is intent on maintaining the appearance of the estate and protecting the value of our properties.

COSTS: The quote for resurfacing all the estate roads is £224,500 – AT SPRING 2021 PRICES. That is equivalent to £2,800 per member – but of course to contain the financial impact on members we will phase the work over a long period, as the work becomes necessary in each area.

In round figures the estate can be split into 11 areas with an average current cost i.r.o. £20,500 per area. We can anticipate all prices rising at 3 - 5% p.a..

Clearly, dealing with all our roads will be a significant cost requiring phased works and a flexible financial plan to spread expenditure and phase Service Charge increases for members.

FINANCIAL RESERVES: OPEC holds Financial Reserves to respond to urgent requirements without going to the members for additional funds. (Items such as drainage, lighting, tree damage etc.). Currently our Reserves stand at £44,500, from a high of £78,000 in 2015, and the committee has determined £40,000 should be our targeted minimum requirement to cover unforeseen expenditure.

THE PLAN: Each increase of £25 in Annual Service Charge generates only £2,000 additional income – at that level of increase it would take 11 years to collect enough to deal with one £20.5k area!

Our proposal to generate adequate funds is to increase the service charge by £50 in 2022 and again by £50 in 2023. All increases are subject to members' approval at the relevant AGM. This is the first time we have felt the necessity to indicate the potential for increases in future years.

2022 Annual Service Charge £325 (generating an additional £4,000 pa)
2023 Annual Service Charge £375 (generating a further £4,000 pa)

You will find attached:

1. **MAP** - A plan of the estate showing 11 resurfacing areas.
2. **QUOTE:** A note of March 2021 price for each area.
3. **FINANCIAL OVERVIEW:** A spreadsheet showing how the proposed increases would generate funds and indicating potential future increases so as to be able to fund resurfacing as it becomes necessary.

Your management committee strongly recommends that we start this process now to provide the funds necessary to attend to the roads in a reasonable manner over future years.

Please study the attachments and raise any queries by email me at neastment@tiscali.co.uk

COMPANY TREASURER.

Many thanks again to Robbie Sampson for volunteering to take on the role of OPEC treasurer. In addition to looking after the finances he does a wonderful job with roads, drains, trees and many other aspects of estate maintenance. We all benefit from his practical knowledge and horticultural expertise.

Financial Overview – IN BRIEF.

Robbie's Financial Report is included in the AGM Pack- We had an exceptional spend of £6,600 on the huge wall to the Bothy Courtyard. The initial repointing job extended into a complete rebuild of the top 6 courses of brick and re-setting the coping stones. A testament to the penetrating power of ivy which might look pretty but is truly invasive on limestone mortar!

To follow on from the comments above, that overspend effectively used up the planned 2021 contribution to Reserves and underlines why we are flagging up phased increases.

Our long term policy is to build up OPEC reserves so we can deal with both emergencies and substantial projects from existing funds – we want to avoid any situation where there could be a ‘crisis’ call to the membership for additional contributions.

OPEC Committee Membership.

As always I thank the volunteer committee members for their support over the year.

Formally, the management committee has 4 members representing the 4 areas of the estate, currently plus Robbie Sampson, our ‘independent’ Treasurer. Over the years we have encouraged a ‘back-up’ to stand in each area and also to attend committee meetings, to introduce more members to the historic ‘complexities’ of our estate. .

The committee currently has 7 members, representing areas as follows:

Margaret McHugh (Minute Secretary) - Tulk House
Graham Hughes – Mansion
John Athersuch - (Web Master) Paul Stopps, Bothy Freeholders
Nigel Eastment (Chairman) & Mick Roche, Freeholders
Robbie Sampson (Treasurer)

The committee members are prepared to stand for another year if that is the members’ wish.

If any member wants to get involved with the running of the estate please email me at neastment@tiscali.co.uk or call me on 07860 701288.

2021 Activities and current issues

The OPEC website: John Athersuch has done a brilliant job on a complete rebuild of the company website – which now looks modern and greatly refreshed.

The Bridge: The bridge is safe, secure and fit for its restricted purpose. We continue to monitor for movement, which is an inevitable feature of the construction.

Bothy Wall: The Bothy Wall, along with the Bothy Courtyard is part of the OPEC freehold, and thus the responsibility for repair falls to the estate as a whole. We hope the wall will now be good for another 100 years!.

Estate Roads: To quote from my 2020 Chairman’s Report.

“Most of our road system is at least 40 years old, some is considerably older..... Our roads will never be perfect but we certainly do not want them to ‘decline’ to the potholed state of some ‘unadopted’ roads. We need to ensure a reasonable standard is maintained on our estate roads. It is our intention to complete larger areas rather than piecemeal sections, which will look better, and reduces ‘ridges’ as opposed to producing a ‘patchwork’ of repairs.

Please be advised that road resurfacing is a major expense and as it becomes scheduled in future years is bound to be a significant drain on our Reserve Funds and require modest phased Service Charge increases. This is intended as a gentle ‘advanced warning’.”

My only comment would be that now we have some ‘real’ costs, the planned phasing is maybe not as ‘modest’ as anticipated.

Woodland: There have been no working parties on the Woodland or the Walkways but many thanks to Barbara Sampson who has again applied weed treatment to the walkways. Also, a special thanks to John Smart, who has wheel barrowed ‘chippings’ along the pathways which greatly improved the walking surface. Many thanks to Barbara and John. .

New Plantings: During 2020, at no cost to OPEC, Robbie Sampson planted 50 trees in our woods, mainly beech, and created new pathways to access the trees for planting. All members are urged to walk the new routes to keep the paths open and deter deer.

Please keep walking all our OPEC woodland pathways to check progress and keep fit.

Drains.: Happily, there has been no exceptional expenditure on our private drainage system, however we do have an issue to report to members. At the Mansion end of the estate there is a system of 'storm' drains, which takes the rainwater not only from the Mansion but also 15 other OPEC properties in that area, in pipework that discharges into an open watercourse in private woodland on the far side of Garden Court. This has been contaminated for some years with a foaming discharge which Thames Water tell us is from a washing machine or other white goods. It is possible that a waste pipe has been inadvertently plumbed into the 'storm' drain rather than the 'foul' drain which is essential for all flows requiring treatment.

The Mansion has eliminated their properties as the source, so we have written to households in the relevant area asking for their help in tracing the source of the problem. The only good thing is that it should be relatively inexpensive to fix – provided we can locate the problem. The joys of plumbing!

BEWARE - Oak Processionary Moth; I have to again thank Barbara and Robbie Samson for masterminding the estate's response to this problem.

This year we only had 3 nests reported on the estate, which was quite a surprise, especially as OPM is now endemic outside the M25. Maybe our nest removal, combined with Forestry Commission spraying was effective, at least in the short term. We can be sure this pest has not gone away.

You will recall we had one incident reported where children had reactions, skin rashes and irritation, following a walk on our woodland path. We will continue to monitor the general situation – meanwhile all members are asked to remain vigilant and if you see any nests on the estate or in OPW woodland please let us know.

So be aware and do your utmost to avoid any direct contact with 'nests' or hairy caterpillars. Further general information on what to look for is on the OPEC website.

The Pink Road: This is the pedestrian road from the pumping station by Ottershaw Chase up to the A320. We have had to reinstate some fencing and also carried out some supportive work in Ottershaw Chase to maintain and direct informal pathways away from the Pink Road which is OPEC land.

Note: John Athersuch is a volunteer warden of Ottershaw Chase – any problems can be reported to him.

Tennis Courts: The surface of the OPEC tennis courts has deteriorated and the committee is planning for maintenance in preparation for next season.

Regular Estate Issues

Estate Maintenance: We continue with our Romanian contractors - SV Construction, who attend on an 'as needed' (and 'when available') basis.

Other Issues

Local planning/development issues

The Ottershaw Roundabout and A320 development.

The RBC website now has details of the roundabout and junction changes at the Otter, St Peters and the bottom of Holloway Hill. Following local pressure there has been some limited changes at the 'Ottershaw Roundabout', preserving the car park, keeping the distance of the main traffic flow away from the Village Hall and a reduction in size – but it is still huge.

SCC Highways ignored knowledgeable local residents (with professional advice) and are now under considerable time constraints to comply with the terms of the £42 million government funding granted to pay for changes to various junctions on the A320, plus significant works on St Peter's Way to manage traffic flow onto the M25, which may, or may not become a 'Smart' Motorway.

Expect 18 months to 2 years of local traffic disruption – not a happy prospect.

Fairoaks Garden Village: Surrey Heath Borough Council's 2019 'Strategic Land Availability Assessment' says

Fairoaks Airport, Chobham Road, is 'not currently developable' – which should mean not in Local Plans for the next 15 year period. Central government pressure on housing numbers and the 5 year cycle of continuous re-assessment by the council means this has not gone away and a potential 1,000 houses on Fairoaks will remain an attractive option for SHBC councilors, especially as the main impact will be on Runnymede residents rather than on voters in Surrey Heath,

Fairoaks Airport: Flying operations seem to be the lesser of two evils to the majority of OPEC residents. Uncertainty over the future of the airport will not help the continuing airport operation. They have recently been told that leases on the Control Tower, Fire Station and the hangar they use, will not be renewed next February. This is the result of the ownership of the airport entity being split between TEREAF ADF and Albemarle Fairoaks Ltd. who subsequently jointly formed the company to promote the Garden Village bid.

I have been assured that Fairoaks Operations Ltd will provide suitable facilities to ensure they meet the terms of the CAA License to fly at Fairoaks.

Who knows what the latest twist in this tale means? – or what will happen next? We will try to keep you informed.

Estate residents are reminded that Ottershaw Park is an "Avoidance Zone" for all air traffic. Any complaints about inconsiderate flying practices or noise should be referred directly to the airport via their website, www.fairoaksairport.uk. Look for 'noise complaints' under 'local residents' in the menu bar.

Willow Farm Travelers' Site: A new road entrance and fence has been erected at the site. OPEC wrote to RBC the weekend it started. We received nothing beyond the initial acknowledgment and the works have continued, despite what seems like a breach of TPO 7 and expiry of the temporary planning permission for the site.

Regular Reminders.

First a special thank you! To the members who so helpfully do an occasional 'litter pick' on the estate entry road and on the Chobham Road. It is really appreciated that they go out of their way to do such a useful job that benefits us all.

Hedges: A big 'Thank You' to the hedge owners and hedge trimmers who over recent years have kept their hedges tidy and cut back from estate roads - for everyone's benefit. Your efforts have a huge impact for all members and the general appearance of the estate.

Property 'Improvement' and the Covenants: The 'Guide to Ottershaw Park' is available on the company website and includes a summary of the covenants and OPEC policy.

Owners must obtain committee approval for any alteration in appearance before starting work. Please talk with your committee representative and confirm details in writing about any external changes, building development – including sheds and outbuildings, fences, hedges and all tree work. It is in everyone's interests to avoid disputes, so no surprises please!

NOTE: OPEC is not responsible for issuing Planning Permission, which must be obtained by the property owner from Runnymede Borough Council – in addition to OPEC permission.

Incident of 'Common Assault' on your chairman.

In 30 years working with the OPEC committee to support our estate, I cannot recall an angry exchange with any member. I have certainly never had anyone's eyes within inches of my face. You will not expect me to share specific details, but I visited a member in an attempt to discuss areas of dispute between them and a neighbour. In over 20 minutes, (which it was agreed I could record on my phone), I did not contribute much to the 'conversation' and I increasingly felt I was in personal danger as the individual concerned became very agitated; I was finally shoved and pushed, stumbling, off the premises.

To prevent any other members being confronted with that anger, I felt the best course of action was to report the matter to the police, who described the incident as 'common assault'. I forwarded the audio recording to create an incident report that would be on file in the event of any re-occurrence.

I don't think I or anyone else should be subjected to such extreme conduct. I expect most of the individual's immediate neighbours will already be aware and I would not expect the wider OPEC membership to be 'at risk'.

However, if any member has specific concerns or would appreciate reassurance please get in contact.

The individual involved accused me of many things, including corruption with OPEC funds, nepotism, tax evasion and malicious interference with their neighbours – all recorded and forwarded to the police. Those accusations may well have been shared - if any member has any doubt about my personal probity and good intentions in all estate matters I am quite prepared to stand down as Chairman – I will be very happy for someone else to take on the role. Nominations for OPEC Chairman should be sent to the committee as soon as possible, no later than 10th November so the necessary arrangements can be made. .

Legal Costs: During the year the committee has been obliged to seek legal advice regarding observation of estate covenants and also encroachment onto OPEC/OPW property. The costs of £650 are included in Sundry Expenses the Financial Report.

In Conclusion, in Brief:

The OPEC Management Committee are proposing an increase of £50 to the 2022 Annual Service Charge.

OPEC plan to increase Financial Reserves so as to be able to resurface estate roads over future years. Annual increases will be proposed to maintain a responsible level of Reserves and to keep pace with other necessary maintenance costs.

2022 Annual Maintenance Fee - £325

The £50 increase brings the total charge for 2022 to £325, which remains excellent value for the services provided by your volunteer committee.

Please support the committee with your vote at the AGM, either at the Zoom meeting or by submitting a proxy vote form.

Please pay promptly.

An invoice will be circulated by email after Christmas. Please pay promptly to avoid unnecessary work for your volunteer committee.

The Committee

I would like to sincerely thank the committee on behalf of the general membership, for the time and effort given for the benefit of the estate, which is greatly appreciated.

It is a real regret that we do not feel it is suitable to meet in person this year. I am hopeful that a ZOOM Meeting will be a more accessible substitute – where after the formal business we can have an exchange of views from the comfort of our homes and with a glass of something warming!

Nigel Eastment, Chairman.

Note: If you are not receiving occasional updates by email it is important that you send the web master your email address. (john@ottershawpark.com).

NB. PLEASE NOTE OUR CURRENT BANK DETAILS IF YOU PAY YOUR SERVICE CHARGE BY BANK TRANSFER.

**SANTANDER – WOKING BRANCH
SORT CODE: 09 01 29
ACCOUNT NO.: 05803374**

Please make sure you are NOT set up to pay into our old Barclays account which has been closed.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

OTTERSHAW PARK - ROAD AREAS AND RESURFACING COSTS

AREA	DESCRIPTION	COST (inc VAT)
1	THE DIP	22,908
2	MAIN ENTRANCE	21,300
3	MAIN 'DRAG', NO 14 TO TULK GARAGES	38,556
4	MANSION FORECOURT	24,474
5	TANGLEWOOD ROAD 1	16,764
6	TANGLEWOOD ROAD 2	9,144
7	OVER BRIDGE LANE, NO's 25a TO 14	22,356
8	UNDER BRIDGE LANE	18,618
9	SIDE ROAD TO NO's 7-10	17,712
10	SLOPE TO NO'S 20-22	10,500
11	BOTHY LANE	21,774
	TOTAL	224,106

Notes:

1. All resurfacing costs estimated at March 2021
2. Costs are anticipated to rise at 3-5% per annum.
3. Areas and numbers are used for quotation purposes only.
4. The actual sequencing, timing and area of resurfacing works will be determined as necessary by annual inspection.
5. Alternative quotes will be sought - but we are mindful that works completed on site since 2016 by TTS were completed in a timely fashion and have stood up well to traffic.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

ROAD RESURFACING - EXAMPLE OF PHASED INCOME AND EXPENDITURE

This spreadsheet is to illustrate how an increase of £50 for 2022, followed by £50 in 2023 increases reserves substantially in subsequent years.

Further £25 increases will be required as more roads are resurfaced and other estate costs increase.

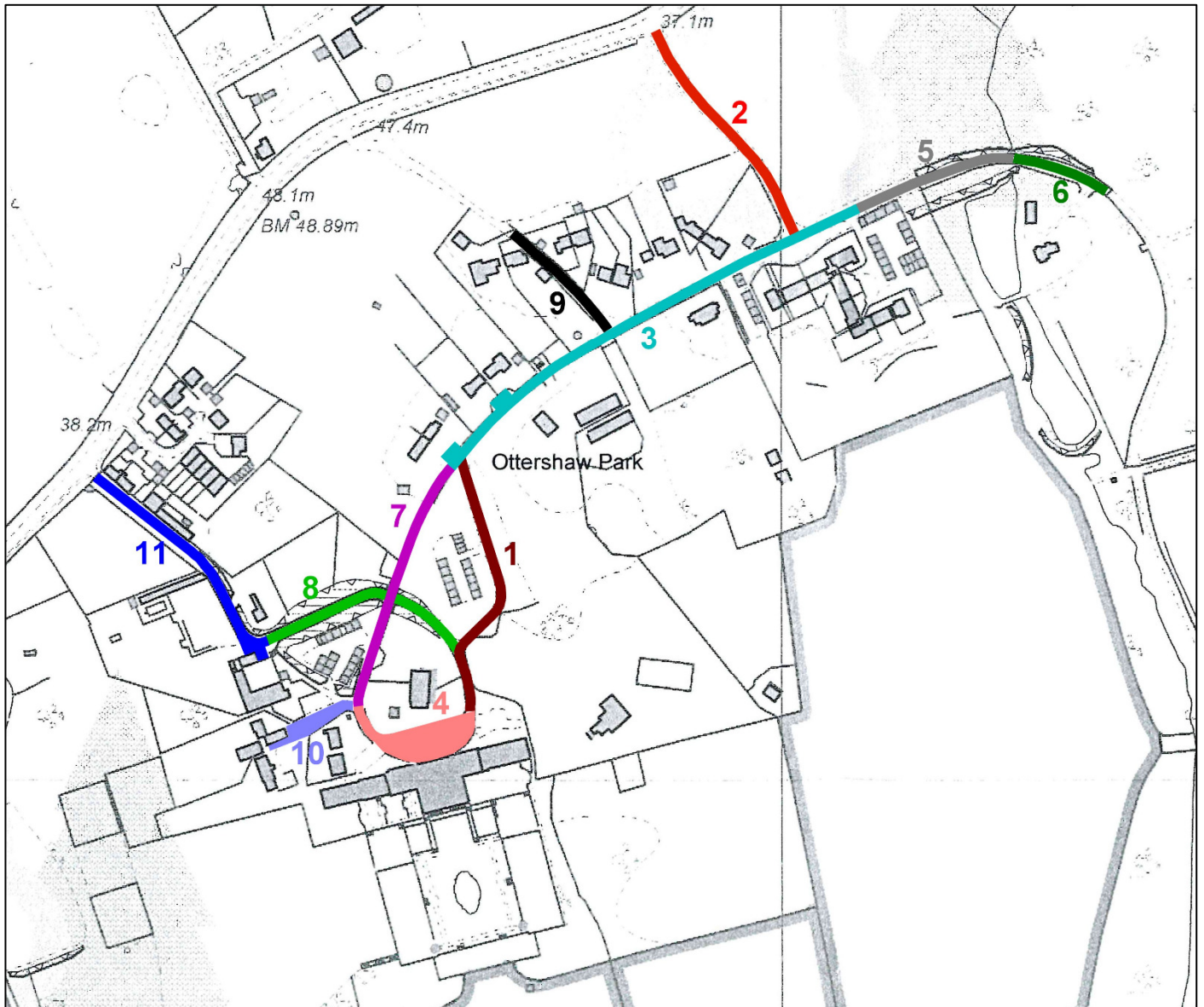
YEAR	INCREASE	SERVICE CHARGE	ANNUAL INCOME	ANNUAL BUDGETED EXPENDITURE	ADDITIONAL RESERVES	STARTING RESERVES	NOTIONAL ROAD EXPENDITURE	y/e RESERVES
2021		275	22,000	28,500	-6,500	51,000	0	44,500
2022	50	325	26,000	20,000	6,000	44,500	0	50,500
2023	50	375	30,000	21,000	9,000	50,500	25,000	34,500
2024	25	400	32,000	22,050	9,950	34,500	0	44,450
2025	25	425	34,000	23,153	10,848	44,450	25,000	30,298
2026	25	450	36,000	24,310	11,690	30,298	0	41,987

Notes:

1. Model assumes 5% annual increase in General Maintenance costs
2. No other 'exceptional' draws on reserves.
3. That current estate roads retain their integrity for a reasonable period
4. If roads started to 'fail', the increased charges illustrated would be brought forward.
5. The model shows 2 road areas being covered in the next 5 years PLUS maintenance of General Reserves.
6. Future Annual Service Charges will be determined by the condition of the roads.
7. All Annual Charges detailed by the Management Committee and subject to a members AGM vote.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD



Road resurfacing program – Plan of work areas

Ottershaw Park Estate Company Ltd

General and Reserve Funds - Projected through to 31st December 2021

	General Reserve	Tennis Court Fund	Bridge Maint	Roads	OPW Expenses	Bothy Wall	Web Site	Sewerage & Drains	Total	Increase/ (decrease) per year	Notes
	£	£	£	£	£	£	£	£	£	£	
Balance at 31/12/2014	13,475	3,980	14,934	28,289				10,000	70,678		see note 1 below
Provided in 2015				9,091					9,091		
Utilised in 2015				(1,400)					(1,400)		
Balance at 31/12/2015	13,475	3,980	14,934	35,980	0	0	0	10,000	78,369	7,691	see note 1 below
Provided in 2016	7,023	1,000	2,757	(5,485)				2,000	7,295		
Utilised in 2016				(14,840)				(4,800)	(19,640)		
Balance at 31/12/2016	20,498	4,980	17,691	15,655	0	0	0	7,200	66,024	(12,345)	
Provided in 2017	(825)	2,294	2,309	1,500				1,500	6,778		
Utilised in 2017		(7,274)							(7,274)		
Balance at 31/12/2017	19,673	0	20,000	17,155	0	0	0	8,700	65,528	(496)	
Provided in 2018	1,720	1,000	1,551	1,500				1,500	7,271		
Utilised in 2018	(5,605)								(5,605)		
Balance at 31/12/2018	15,788	1,000	21,551	18,655	0	0	0	10,200	67,194	1,666	
Provided in 2019	685	1,000	5,224	250				250	7,409		
Utilised in 2019	(1,602)	0	(25,775)	0				0	(27,377)		
Balance at 31/12/2019	14,871	2,000	1,000	18,905	0	0	0	10,450	47,226	(19,968)	
Provided in 2020	3,860	1,000	0	1,000	2,000	4,500		1,000	13,360		
Utilised in 2020	(1,170)	0	0	(6,600)	(1,000)			0	(8,770)		
Balance at 31/12/2020	17,561	3,000	1,000	13,305	1,000	4,500	0	11,450	51,816	4,590	see note 2 below
Estimated provision for 2021	1,000	1,000	0	3,338	3,000	1,750	0	0	10,088		see note 3 below
ACTUAL utilisation for 2021	0	0	0	(4,966)	(4,643)	(6,250)	(1,715)		(17,574)		see note 3 below
Estimated balance at 31/12/2021									44,330	(7,486)	

NOTES:

(1) Allocation across reserve funds for end 2014 and 2015 revised in December 2018 after further research into annual provisions

(2) Total Reserves at end of year as per 2019 OPEC Ltd Service Charge Accounts

(3) Based on 2021 Budget. This figure should have gone up but instead it has gone down by £7.5k by year end

Ottershaw Park Estate Company Ltd				
Income & Expenditure - 2021				
ITEM	2021 Budget (Nov 2020 AGM)	Year to date from Profit and Loss table	Latest Full Year 2021 Forecast	Notes
Income	£	£	£	
Maintenance Charges	22,000	22,000	22,000	
Costs levied and sundry income	0	1,187	1,187	
Interest Income	4	4	4	See note 4 below
Total Income	22,004	23,191	23,191	
Regular Expenses				
Maintenance:				
- General	3,400	1,716	3,400	
- Tennis Courts	300	0	300	
- Bridge	0	0	0	
- Roads and Drains	2,500	2,500	2,500	
- Signs, seats, gates	600	600	600	
Street Lighting:				
- Energy	705	439	705	
- Maintenance	950	2,172	1,749	See note 1 below
Subscription - Ottershaw Society	100	0	100	
Insurance	2,000	2,022	2,022	
Stationary, postage, telephone & website	200	51	200	
Accounting Fee & Expenses	900	0	900	See note 2 below
Meeting Expenses	250	0	250	
Sundry Expenses	150	670	670	See note 3 below
Woodland	3,000	3,000	3,000	
Total Regular Expenses	15,055	13,170	16,396	
Surplus Available for Reserve Funds	6,949	10,021	6,795	
Exceptional Expenditures funded from Reserves:				
Road Tarmac	0	4,966	7484	
Woodland & gates signs fences	0	1748	1,958	
Web Site	0	1,715	1,715	
Bothy Wall repointing	4,500	6,250	6,250	See note 5 below
Total Exceptional Expenditures	4,500	14,679	17,407	
Net Increase / (Decrease) in Reserve Funds	2,449	(4,658)	(10,612)	
NOTES:				
(1) Two lamps were changed				
(2) £900 accounting fee accrued in December				
(3) Companies House filing, ICO and legal advice.				
(4) Interest rates reduced so annual estimate reduced from £300 to £4				
(5) Unanticipated rebuilding costs.				

Ottershaw Park Estate Company Ltd				
2021 Actual / 2022 Budget				
ITEM	2021 Budget	Actual 2021	Proposed 2022 budget	Notes
Income	£	£	£	
Maintenance Charge	22,000	22,000	26000	See note 1 below
Costs levied and sundry income	0	1,187	0	See note 2 below
Interest Income	4	4	3	
	22,004	23,191	26,003	
Regular Expenses				
Maintenance:				
- General	3,400	1,716	4000	
- Tennis Courts	300	0	350	
- Bridge	0	0	0	
- Roads and Drains	2,500	2,500	3000	
- Signs, seats, gates	600	600	650	
Street lighting:				
- Energy	705	439	750	See note 3 below
- Maintenance	950	2,172	1000	
Subscription - Ottershaw Society	100	0	100	
Insurance	2,000	2,022	2500	
Stationary, postage and telephone	200	51	200	
Accounting Fee & Expenses	900	0	1000	
Meeting expenses	250	0	250	
Sundry expenses	150	670	400	
Woodland	3,000	3,000	3500	
Total Regular Expenses	15,055	13,170	17,700	
Surplus Available for Reserve Funds	6,949	10,021	8,303	
Exceptional Expenditure funded from Reserves:				
Road Tarmac	0	4966	0	
Woodland & gates signs fences	0	1748	0	
Web site	0	1,715	0	
- Bothy courtyard wall repairs (General Reserve)	4,500	6,250	0	
Total Exceptional Expenditures	4,500	14,679	0	
Net Increase / (Decrease) in Reserve Funds	2,449	(4,658)	8,303	
NOTES:				
(1) 2022 budget showing Service Charge increase to £325.				
(2) Members contributions towards lamp changes and tree work				
(3) Full calendar year at 5 year fixed contract rate effective from February 2019				



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Form of Proxy

A member entitled to attend and vote at the meeting can either appoint another member of the Company as proxy to attend and vote on resolutions in his or her place or to indicate their voting intentions for Chairman to vote on their behalf.

This form of proxy must be lodged with Nigel Eastment, 27 Ottershaw Park at least 48 hours before the meeting.

I, of

a member of Ottershaw Park Estate Company Limited (hereinafter called "the Company") and entitled to one vote, (COMPLETE SECTIONS 1 OR 2 AS APPROPRIATE)

SECTION 1

hereby appoint the CHAIRMAN or (name)
of another member of the Company,
to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 25th November 2021 and at any adjournment thereof.

Cast your vote FOR or AGAINST with an "X" against each of the five resolutions in Section 2 below.

SECTION 2		
	FOR	AGAINST
Vote 1 - To approve the Minutes of the AGM held on 26 th November 2020.		
Vote 2 - To approve the appointment of Crick Heitman as accountants to the company and to authorise the Management to agree their remuneration.		
Vote 3 - To approve a general service charge for 2022 in the sum of £325 payable on the 1st January 2022.		
Vote 4 - To approve the reappointment of the members of the Management Committee.		
Vote 5 - To approve the current arrangement that the OPEC Management Committee act as directors for OPW for 2022.		

As witness my hand thisday of2021

Signed.....