

Mustard Seed Property Limited
Annual General Meeting – MINUTES

Zoom

16:00 – 18:00 21st February 2024

Attendees:

D Brewer (DB), E James (LJ), S Clague (SC), S Mumme (SMu), A Langer (AL), S Maxey (SMa), R May (RM), C Lewis (CL), N Smith (NS), D Jackson (DJ), G Moon, J Lee, A Hill, Andy (?), A Macpherson, H Winnicott, H Stacey, I Pickering, I Pye, I Smout, J Noble, J Bilkey, J Macro, L Paterson, M Casey, M O'Regan, R Death, T Colborne, T Crook.

AGENDA

Introduction

Daniel Brewer (DB) gave a brief welcome and introduction.

Chair – Nick Smith (NS) started the formal AGM.

1. Apologies

A Buchanan, D Evans.

2. Approval of minutes of previous AGM

The minutes of the previous AGM were approved as a true and accurate record. No objections.

3. Directors' Report

- DB reflected on the report contained within the annual accounts. Draft accounts contained error within report which will be corrected for signing. Reflections on our 3 properties. Some repair works carried out on the Helston property. Both Helston and Newquay properties are fully operational. Work proceeding on the Redruth property. Delays experienced, but still progressing with positive feedback from Cornwall Council. MSP has also been impacted by increase in base rates affecting loans and share raising.
- Helston property: LJ updated discussing the repair & improvement works needed for the property, carried out by a really great contractor. Insulation and energy efficiency improved during this process too. SMa updated the existing issue with a leak at the property requiring attention.
- Redruth property: CL discussed the latest on the refurbishment works being carried out. 2 x 1 bed units and 3 x studios contained within a communal building. There will also be a retail unit for United Response to use for their local farm produce. Karrek will be the partner for the residential space.
- DJ (Koha) shared some views on the Redruth property being the architect and project manager for these works. He also shared how there's a wider goal to improve the centre of Redruth currently underway.
- DB spoke about the renewables goals for MSP in the future years following previous survey feedback from MSP shareholders. The "Low Carbon Future" approach from MSP to look at each property's fabric concerning the insulation, double glazing, and heat recovery ventilation systems. The next strategy is for MSP to review the energy sources and low carbon technology with a view on solar PV, heat pumps, and battery storage. General approach for MSP is to reduce their energy demand, then saving the tenants money and then reducing MSP's carbon footprint.

Presentation of Annual Report & Accounts

- NS presented the accounts. Annual turnover increased by £29k relating directly to the additional Newquay property rent from June 2022 in addition to the usual annual rent reviews for all operational properties. Admin expenses saw a slight decrease of £4.5k from prior year. Largely these costs are in line with last year. The final result is a surplus of £2.5k for the year. We are operationally profitable for 2 properties and soon to be for the 3rd which will then allow MSP to recover prior year losses to date.
- Fixed assets increased by £746k primarily due to the refurbishment of the Redruth property which is still ongoing. MSP also drew down a £371k loan for all the works for the Redruth property. Share capital increased by £17k due to capitalised share interest.
 - o Vote to adopt the accounts: Majority approved = 100%

Approval of general resolution to dis-apply the requirement to undertake a full audit

- NS explained that under section 83 of the Co-Operative and Community Benefit Societies Act 2014, MSP are required to appoint auditors each year. However, as per the provisions of section 84 of the Act, as MSP falls well below the required Fixed Asset (£5.1m) & Turnover (£10.2m) values for this requirement to be compulsory, the members of the Society may elect not to require such an audit, in an effort to reduce costs for the organisation. The annual accounts are currently finalised and prepared for presentation by an external, independent firm of Chartered Accountants as unaudited accounts.
 - o Majority approved = 95%; Abstained = 5%

Election of Directors

- As per the organisation's rules at each AGM, 1 quarter of the board is required to step down each year. As MSP currently has 8 directors serving, that means 2 directors will need to retire.
- The rules also state that no director can serve for longer than 6 consecutive years on the board. Once they reach this milestone, they are required to step down. However, after a further 1 year they may then be eligible to be nominated back onto the board.
- DB has now reached the end of his 6th year, so will be stepping down after today. As he is unable to stand for a year, he will instead remain available to the board as a voluntary informal advisor.
- LJ is the next longest serving director, so will also be stepping down today. However, she is allowed to be voted back onto the board.
- Proposed by SMu. Seconded by CL.
 - o Majority approved = 100%.

Date of Next AGM

- Proposed Thursday 19th February 2025 as provisional date to be confirmed by December 2023/January 2024

Close of formal AGM

16:30

Presentations from key partners

- Stephen Clague from Karrek Community CIC
- Steve Maxey from St Petrocs
- Liz James from Mustard Seed (SW)
- Adam Langer from Newquay Lighthouse Project CIC

Share Offer Update

- DB shared update with regards to the existing live share offer on the Ethex platform.
- Social media encouragement

Survey taken

