

ELMER SANDS LIMITED

(Company Incorporated by Guarantee)
(Registered in London No. 311819)

Registered Office:
23 Arundel Way, Elmer Sands, Bognor Regis, PO22 6JH

2023 ANNUAL REPORT

**Company Information
Chairman's Statement
Council of Management Annual Report**

**Notice of the
2024 Annual General Meeting
18th May 2024**

Company Accounts for 2023

Printed March 2024

Company Information (on 1st March 2024)

Registered Office

23 Arundel Way, Elmer Sands, Middleton-on-Sea, PO22 6JH
www.elmersands.co.uk

The Council of Elmer Sands Limited

Colin Bernhardt
Marion Calver Smith
Andrew Cooper
Gerald Easter
John Kirby
Myra Miller
Shelley Newton
Alison Page
Ruth Rogers
Saundra Trebble
Timothy Wright
Jan Young

Council Members Retired During the Year

Michelle Bernhardt
Marie-Anne Culnane
Pamela Godfrey

Company Secretary

Kim Edden

Treasurer

Judith Bradford

Solicitors

Chamberlain Martin, 23 Goda Road, Littlehampton, BN17 6AS

Bankers

Lloyds TSB, 33 High Street, Bognor Regis, PO21 1RS
Virgin Money, Gosforth, Newcastle upon Tyne, NE3 4PL

Accountants

PKR Accounting Techniques, 20 Meadow Way, Chichester, PO20 3QT

Elmer Sands Ltd Chairman's Report

I would particularly like to welcome all new residents to the Estate. Elmer Sands is a very special, and almost unique location.

Elmer Sands is managed by a committee of fifteen unpaid volunteers who are democratically elected by estate residents who are members.

Last year, I had the privilege of being elected as Chairman by the committee. This gives me no additional authority; I am just a committee member.

The Estate would not function without Kim, the Company Secretary and Judith the Company Treasurer, whose hard work ensures the efficient running of what is in effect, a small non-profit making business.

Peter Trebble, our previous Chairman, did a most excellent job for many years. He dedicated most of his time to the Estate, to the extent it was almost his full-time job. We are thankful for his years of service.

With this in mind, and that most of the committee have jobs or other commitments, we have endeavored to simplify and streamline how the Estate is managed, whilst ensuring the important functions of the estate run efficiently. Our level of management has to be commensurate with our size and limited income.

I would like to thank The Directors, Secretary and Treasurer and our regular contractors for their hard work and support over the last year. Most importantly, I would like to thank all estate members for their ongoing support. The estate only works well if we all strive to keep Elmer Sands a safe, pleasant, and well-run place to live.

We live in interesting times. Having a little piece of sanctuary next to the sea whilst the rest of the world is going mad is something to be cherished.

Colin Bernhardt
Chairman Elmer Sands Ltd

Council of Management Annual Report **13th May 2023 – 18th May 2024**

At the Annual General Meeting held on 13th May 2023 there were twelve new nominations for Council. Following the election the Council comprised: Colin Bernhardt, Michelle Bernhardt, Marion Calver Smith, Andrew Cooper, Marie-Anne Culnane, Gerald Easter, Pamela Godfrey, John Kirby, Myra Miller, Shelley Newton, Alison Page, Ruth Rogers, Sandra Trebble, Timothy Wright and Jan Young.

On behalf of the Membership, the ESL Council has directed and managed the Elmer Sands Estate throughout the year, covering a wide range of essential maintenance tasks and additional projects for the benefit of the Membership. In brief this work has included:

Maintenance and Management of Common Areas and Facilities

- Grounds Contract management
- Jubilee Garden Contract review and management
- Flower bed management and donated bulb planting
- Toddlers' Playground safety inspection, maintenance, new equipment
- Weather Shelter wood treatment, health & safety netting
- Wildlife habitat protection
- Fencing, gate repairs and replacements
- Tree assessments and maintenance projects
- Grass cutting common areas
- Shrub and tree pruning
- 'Coronation' tree planted
- Bollard painting (WSSCC volunteers)
- Entrance renovations
- Public footpath clearance and signage
- Signage reviews and replacements
- Memorial benches

Roads, Verges and Amended Access

- Annual road survey and schedule of repairs
- Revised speed hump by Children's Playground
- Assessment and permission for driveway extensions to promote off-road parking
- Verge reinstatement
- Revised Access Licence Guidelines

- Update to ESL Planting Licence
- Reports to One Parking Solution (OPS) for penalty charges
- Parking compliance, liaison with individual members
- Ongoing management, training, signage upgrades
- Liaison with ADC yellow line enforcement

Surface Water Drainage and Flood Prevention

- Links forged with local authorities, councillors, MP and agencies
- Attendance at Public Meetings, Flood Forum
- 'Sewage & Flood Watch for Middleton and Elmer' collaboration with Parish
- On site attendance and assistance for residents affected by flooding issues
- WSCC 'Operation Watershed' meetings and application for funds
- Ditch clearances and engagement with riparian owners
- Annual surface water drain-jetting and gully clearance
- Meetings with experts and contractors, surveys, quotations
- Development monitoring - surface water drainage
- Environment Agency liaison, maintenance of the Rife

Sea Defence and Beach

- Environment Agency, continued liaison, ongoing assessment of Rock Revetment Extension Project function and management
- Reports submitted to engage emergency shingle replenishment
- Meetings with Environment Agency, long term solutions
- Elmer Sands Boating and Angling Club (ESBAC), Lease compliance
- Coastal pollution engagement with authorities, MP and community groups
- Motorised craft launching revised Policy

Security

- Security call-out with Advance Security Ltd
- Security guarding of Estate entrances with Invictus Security Services
- Review of security for 2024
- Anti-social behaviour management
- Neighbourhood Watch co-ordination and representation
- Links with emergency services beach access

Planning & Development

- Building development, liaison with the Parish Council and planning officials, investigating and responding to application issues and compliance
- Liaison with ADC planning officials re Elmer Sands parking and drainage policies

- 'Development Agreement' contract for use of ESL land during development of properties
- Visits to sites and assessment for compliance
- Ongoing liaison and meetings with developers
- Site safety issues, liaison, reinstatement, compliance
- Holiday let review and update to Policy

ESL Council Function and Meetings

- Bi-monthly Council meetings to address Estate business
- Sub-Committee and Project Team allocation and meetings
- Sub-Committee new template for handover
- Site meetings with agencies and contractors
- Surveys, monitoring and assessments
- 'Directors Code of Conduct'

Membership

- Estate Management Fee review and budget
- Collection of fees and arrears
- New and flexible payment methods
- Increased compulsory membership
- Liaison with selling agents and solicitors
- Assistance with property sales

Administration

- ESL Holiday Let Code of Conduct
- Employment contract annual reviews
- Directors and Officers insurance
- Buildings and Public Liability insurance review
- Information Commissioner's Office (ICO) registration
- General Data Protection Regulation (GDPR)
- Revised Members' Data Privacy Statement
- Proposals for amendments to the Company Articles of Association

Finance

- Review of annual budget and management fees
- Management of Company reserves and investments
- New format for monthly finance reports
- Preparation of Annual Accounts, liaison with Accountant

Estate Yard, Stable Field

- Continued lease of premises for non-commercial use
- Maintenance and management of facility

Boat Compound

- Lease of land and premises to Elmer Sands Boating and Angling Club to promote sailing, fishing, sports and social activities

Social & Sports initiatives

- Elmer Sands Boating and Angling Club (ESBAC)
- Elmer Sands Ltd Social Events Team seasonal events
- Community facilities, Playing Field, Playground, Jubilee Garden

Community

- Emergency Resilience Plan for Elmer Sands complete review and update with additional volunteers and equipment audit. Flyer to households.
- Disability Assessment, access and use of community facilities
- Lottery Grant funding application for improvements to community facilities
- Volunteers for variety of events and jobs
- Social Team donations to selected charities
- Community Library

Communication with Members

- Registered Office on the Estate, member enquiries
- Telephone, e-mail, post
- Website www.elmersands.co.uk
- Notice Boards
- Individual requests for hand delivery of ESL notices
- Use of independent community Facebook group
- Members' Survey/Questionnaire
- Residents Community Newsletter
- Private Estate Management and Members' Code of Conduct' booklet
- Regular 'Open Meetings' with ESL Directors for Members at The Cabin

**The 86th ANNUAL GENERAL MEETING of ELMER SANDS LIMITED
(Company limited by Guarantee without share capital)**

**Saturday 18th May 2024
Jubilee Hall, Middleton on Sea
2.30-4.30pm (doors open 2pm)**

Agenda

1. To accept the Minutes of the Annual General Meeting of the Company held on 13th May 2023
3. To receive the accounts of the Company for the year to 31 December 2023
4. To appoint PKR Accounting Techniques as Accountants to the Company
5. To elect a maximum of seven Council Members from those nominated prior to 20th April 2024 in accordance with Articles 37-40, and to announce the election results
6. Proposals for Amendments to the Articles of Association by Special Resolution (details enclosed)
7. Management of the Estate
8. Discussion of issues raised by Members in writing in advance of the Meeting
9. Any Other Business

In view of the limited time, only matters of a general nature relating to the Estate as a whole will be open for discussion.

Members can view the AGM Minutes for 2023 on the website www.elmersands.co.uk or request copies from the Secretary.

Any member wishing to be elected to the Council must give notice of his or her intention to stand for election at least 28 days before the meeting in accordance with Article 40 (nomination form enclosed).

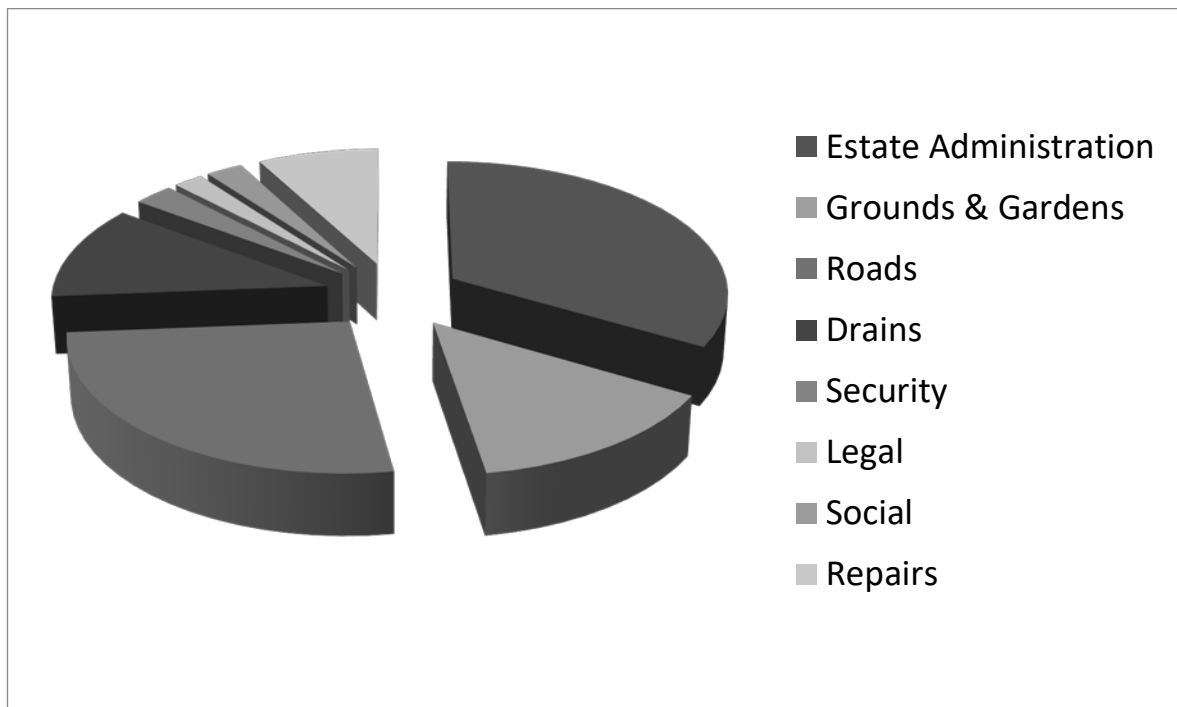
A member entitled to attend and vote, may appoint another member as a proxy to vote on their behalf in their absence (proxy form enclosed). Forms must be deposited with the Secretary not less than 48 hours before the meeting.

ELMER SANDS LIMITED**DETAILED INCOME AND EXPENDITURE ACCOUNT****For The Year Ended 31st December 2023**

	31.12.23		31.12.22	
	£	£	£	£
Income		-		-
Other income				
Subscriptions	56,488		55,566	
Directors donation	-		40	
Sundry receipts	250		-	
Stablefield rent	1,900		1,900	
ESBAC Access	-		128	
Monies received from ESESC	-		3,334	
Transfer from Road and Drains Reserve	22,440		-	
Deposit account interest	<u>1,653</u>		<u>426</u>	
		<u>82,731</u>		<u>61,394</u>
		82,731		61,394
Expenditure				
Road upkeep	22,300		64	
Drains upkeep	4,089		5,595	
Salaries	24,568		24,250	
Pensions	658		632	
Administrative/Hire services	741		1,298	
Postage, printing & telephone	2,253		2,334	
Social events	810		695	
Insurance	2,170		1,994	
Estate maintenance, labour & utilities	18,412		13,188	
Playground maintenance	871		1,992	
Security patrols and equipment	2,236		3,128	
Directors' awards	312		4	
Accountancy	550		450	
Legal fees	-		243	
Transfer from/to Social Event Reserve	<u>(810)</u>		<u>2,639</u>	
		<u>79,160</u>		<u>58,506</u>
		3,571		2,888
Finance costs				
Bank charges		<u>579</u>		<u>430</u>
NET SURPLUS		<u>2,992</u>		<u>2,458</u>

BALANCE SHEET

	Notes	31.12.23 £	31.12.22 £
CURRENT ASSETS			
Debtors	5	-	1,638
Cash at bank and in hand		<u>63,384</u>	<u>87,416</u>
		63,384	89,054
CREDITORS			
Amounts falling due within one year	6	<u>13,541</u>	<u>18,639</u>
		49,843	70,415
NET CURRENT ASSETS			
		<u>49,843</u>	<u>70,415</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>49,843</u>	<u>70,415</u>
RESERVES			
Capital reserve		75	75
Road & Drain Reserve		35,810	58,250
Social Event Reserve		1,829	2,639
Income and expenditure account		<u>12,129</u>	<u>9,451</u>
		49,843	70,415



The complete Annual Accounts for 2023 are filed with Companies House and are available for Members to view on the Company website www.elmersands.co.uk