



CALLING NOTICE

ANNUAL GENERAL MEETING (AGM)
MONDAY MARCH 7th 2022, 6.30PM
at Wetherby Prep School, 48 Bryanston Square W1H 2EA

10 February 2022

Dear Trustee,

Please accept this letter as a calling notice for the 2021 Annual General Meeting of Montagu Square Garden Trust.

Included with this letter

- Agenda for the AGM (page 2)
- Committee Report for 2021 (pages 3-5)
- Accounts and Financial Report for 2021 (pages 6-8)
- Draft minutes of the last AGM held on 1 March 2021
- Newsletter

Yours sincerely,

Montagu Square Garden Trust
Westbourne Management, 9 Spring Street, W2 3RA



AGENDA

**Annual General Meeting (AGM)
6.30pm on Monday, March 7th 2022
Wetherby Prep School, 48 Bryanston Square, W1H 2EA**

1. To consider and approve the minutes of the last Annual General Meeting held on 1st March 2021
2. Matters arising
3. To receive the Annual Report of the Committee
4. To consider and if thought fit to accept the accounts of the Trust for the year ended 31st December 2021
5. To levy the Garden rate for the year to 31st December 2022
6. To elect the Committee for the year to 31st December 2022
7. Any other business

Note:

Prior to the Garden Trust AGM, there will be the Annual General Meeting of 'M' members of the Montagu Square (EMS) Limited at 6.05pm.

Step free access is available from the mews behind Wetherby School to the 1st floor Hall. Please contact Westbourne Management if you require assistance using this.

We are holding a Consultation Day for Trustees in the garden on Saturday 26th February, related to the play area programme.



COMMITTEE'S REPORT 2021

With Spring around the corner I am reminded of the pleasure of living on Montagu Square, our own piece of countryside in the big city with birds flitting around its 200 year-old trees and wonderful plants and flowers. An oasis of calm, enlivened by the sound of children playing on the swings and enjoying the precious freedom the garden offers.

This makes the Garden Committee, on behalf of all trustees, determined to do our best to sustain the condition and attraction of the garden. In addition to the pleasure of looking at and using the garden, a double-page spread in the Financial Times in June last year pointed to the increasing premium achieved on sale prices by properties on garden squares in prime central London.

A major project we have on hand this year is to make necessary repairs to the children's play area and to the wall & paving around the electricity sub-station, and to generally upgrade the amenity of the South Garden. This will take part in two stages with the first stage starting in the Spring.

Play Area

Initial ideas for the play area discussed at the 2021 AGM have been further worked on by the committee. Despite being conservative with our ideas the cost will be approximately £55,000 including VAT. This project is only possible through generous voluntary donations, already given or promised.

The main elements are:

- Joseph Jones our gardener has already repaired the play house, with a new roof, created a seat inside and a chalk board and relocated it to its woodland dell on Southwest side of the garden.
- All Seasons Landscapes have been appointed to undertake the landscaping and garden improvements north of the substation wall.
- Action Play and Leisure have been appointed to build and install a new climbing frame.

Attached is a newsletter on the project and we are holding a **Consultation Day for Trustees in the garden on Saturday 26th February.**



Sub-station

As regards the second stage of the project (the repair work around the substation) the overall plans are in place, and we expect to instruct All Seasons Landscapes to complete hard landscaping and improvements. The Portman Estate surveying team is at present in discussion on behalf of the Garden Trust with UK Power Networks, the sub-stations lessee and operator. We are clear that UKPN should contribute to the work required, and we will keep Trustees posted on progress.

Garden planting and maintenance

The garden remains in good order thanks to the continuing efforts of Joseph Jones and his team, in particular Petr who maintains it for two days a week.

In addition to general maintenance certain areas each year are chosen for upgrading. This year we decided to introduce more autumn colour into the North garden. A selection of Japanese anemones, geraniums, geums, knifophia and alstroemeria have been planted.

The Nordic Lawn trial at the top of South lawn has been moderately successful and lessons learned. The original section has been relaid and reseeded using less topsoil, and the overall area of Nordic Lawn increased.

Bartletts, our tree contractors, will be conducting their annual climb to check the London Plane trees for the presence of Massaria disease. Two cherry trees which are dying will be removed and certain bay trees heavily pruned.

Sarah Lang has kindly donated two mature Trachelospermums, which have been planted on the side of the North shed, and two climbing roses in pots. The shed will be repainted in the Spring.

On the North East side of the garden the family of Tommy Healy have kindly donated a new bench in his memory.

Events

Owing to another year of Covid there was no summer party, Shakespeare-on-the Square or Carols in the garden during 2021. We did however increase our Christmas light display; the feedback was very positive and next year we will endeavour to put lights right around the railing, having now put in place the correct power supply. In addition we will have to persuade the person who cut the cable on the lights around the north shed to leave them in place this year for the whole community to enjoy!



Hopefully 2022 will at least bring an awakening with Open Garden Square and an event around the Jubilee Weekend, works permitting. However, a Jubilee summer party would only be possible if volunteers come forward to organise it. This would be much appreciated.

Funding

Having maintained the garden rate without increase for 2021, the Committee has now taken the reluctant decision to raise it by 25% which represents an average increase of £68.48 across the 239 properties in the Square. This has been necessary to cover increased costs for regular garden and tree maintenance, essential repairs and upgrading of the south garden. Joseph Jones have reviewed their fee rate which had not been increased for a number of years, and we have agreed to an increased monthly charge.

Peter Blott and Anne Bristow have been working hard with Westbourne Management to chase past-due garden rates and generally improve our communications with the Trustees. To encourage consistent defaulters to pay the rate we are disabling their entry card to the square.

There were a number of requests last year to hire the garden for parties to which we agreed, but only two occurred. It led us to review the arrangements and rules for parties and revise the costs for hiring the garden. This is an obvious way to raise extra funds.

That just leaves me to give thanks to all the members of the Garden Committee for all the work they do voluntarily throughout the year. If any trustees would like to join us they would be most welcome. Also to Joseph Jones our trusted and reliable gardening firm, with the help of the ever-present Petr, and Hamish. Petr is always around to help and jump up ladders. This was invaluable with the putting up the new Christmas lights.

Committee

The Committee at present consists of the following Trustees:

Anne Bristow	Peter Blott
Sarah Lang	Sue Smith
Martin Bikhit	Noella Hacquard
Chris Smith	Julio Castro

Westbourne Management (formerly Westbourne Block Management) act as clerk to the Trust. The responsibilities of chairman are rotated between committee members.



FINANCIAL REPORT 2021

The accounts for the year are set out below.

The trust received £65,450 from the garden rate levy in 2021 (2020 - £54,959). Overall a surplus was recorded for 2021 of £8,109 (2020 - deficit £6,593). Total reserves at the end of 2021 were £24,987 (2019 - £14,877).

Presentation of the year-end financial accounts has been modified from the condensed format used in previous years. This will more clearly show separate funds maintained for hanging baskets and the voluntary play area donations.

As discussed at last year's AGM the expenditure on tree maintenance has become a regular expenditure to the Trust each year. From 2020 expenditure on tree maintenance is recorded within the Income & Expenditure account as a regular expenditure, rather than as spend against reserves as in earlier years. The previous tree fund reserve of £6,522 has been incorporated into the general accumulated surplus from 1 January 2020.

The Garden Trust administers the procurement of hanging baskets on the square. These are paid for by voluntary donations and are accounted for separately from the Trust's main funds.

We have received £19,013 in voluntary contributions towards the play area refurbishment projects. This is also accounted for separately from the Trust's main funds.

The revised accounting treatment of the tree fund reserve and the hanging basket funds mean the prior year accumulated surplus has been restated from that presented in previous years.

Garden rate levy for the year to 31 December 2022

The Committee recommends an increase in the garden rate levy for 2020 of 25% (a rate of 1.2650 pence in the pound on the annual values taken as 8% of the 2005 building insurance values). This increase is recommended to allow for works on the play area, as well as to absorb regular inflationary pressure on the Trust's expenditure.



ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2021

Income and Expenditure - Year ended 31 December 2021

	<u>2021</u>	<u>2020</u>
Income		
Garden rates received	£65,450	£54,959
Misc. income	£1,193	£737
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	£66,644	£55,696
Expenditure		
Gardener & garden improvements	£29,742	£36,551
Clerk's Fee	£9,780	£9,600
Tree work	£9,134	£7,632
Insurance	£1,154	£1,144
Water	£331	£1,324
Electricity	£1,005	£837
Play area refurbishment	£1,200	£1,511
Sundries	£4,189	£1,690
	£56,534	£60,288
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Excess of income over expenditure	£10,109	-£4,593
Allocation to reserves		
Painting fund	£2,000	£2,000
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Surplus / (Deficit) for the year	£8,109	-£6,593



Balance Sheet and Reserves

	<u>As at 31 Dec. 2021</u>	<u>As at 31 Dec. 2020</u>
Assets and liabilities		
Cash at bank	£26,065	£13,451
Other current assets	£1,237	£1,777
Creditors and Accruals	-£2,315	-£350
	<u>£24,987</u>	<u>£14,877</u>
Reserves		
Painting fund	£16,697	£14,697
General Reserve		
Surplus brought forward	£180	£6,773
Surplus / (Deficit) Current year	£8,109	-£6,593
Surplus carried forward	£8,290	£180
	<u>£24,987</u>	<u>£14,877</u>

Other Information

	<u>As at 31 Dec. 2021</u>	<u>As at 31 Dec. 2020</u>
Hanging Basket fund		
Reserve at start of year	£4,801	£2,339
Donations received	£2,880	£3,078
Paid out in year	-£4,129	-£616
Remaining reserve carried forward	<u>£3,553</u>	<u>£4,801</u>

Play area refurbishment project

Voluntary donations received	<u>£19,013</u>	<u>£0</u>
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Agreement of total cash at bank at period end

General fund	£26,065	£13,451
Play area voluntary donations	£19,013	£0
Hanging basket fund	£3,553	£4,801
Total cash at bank	<u>£48,630</u>	<u>£18,252</u>



GARDEN NEWS

The latest news and updates from the
Montagu Square Garden Trust

THE SOUTH GARDEN PROJECT STAGE 1

The Garden Committee has finalised plans for phase one of the South Garden project which will upgrade and refurbish the play area. Based on residents' feedback, the plans are conservative and consistent both

with the existing aesthetic of the garden and the available budget.

Recent visitors to the garden will have noticed that the first part of the plan has already been implemented. Joseph Jones, our gardener, has repaired the play house, replaced the roof, created a seat and a chalk board inside and relocated it to its woodland dell on SW side of the garden.

The next stage will begin soon and will be carried out by All Seasons Landscapes. They have been appointed to implement the landscaping and garden improvements north of the substation wall. The new ground surface will be Nordic Lawn with a safety surface. Underneath there will be a new timed irrigation system which will extend to the east side beds where new taps will be installed. Two new in-ground lights will illuminate the Plane tree.

Action Play and Leisure have been appointed to build and install a new climbing frame and swings. The existing train will be repaired and re-installed. This work is scheduled for early spring.



SAVE THE DATE

TRUSTEES CONSULTATION DAY

27th February 2022 10 - Noon

THE SOUTH GARDEN PROJECT STAGE 2

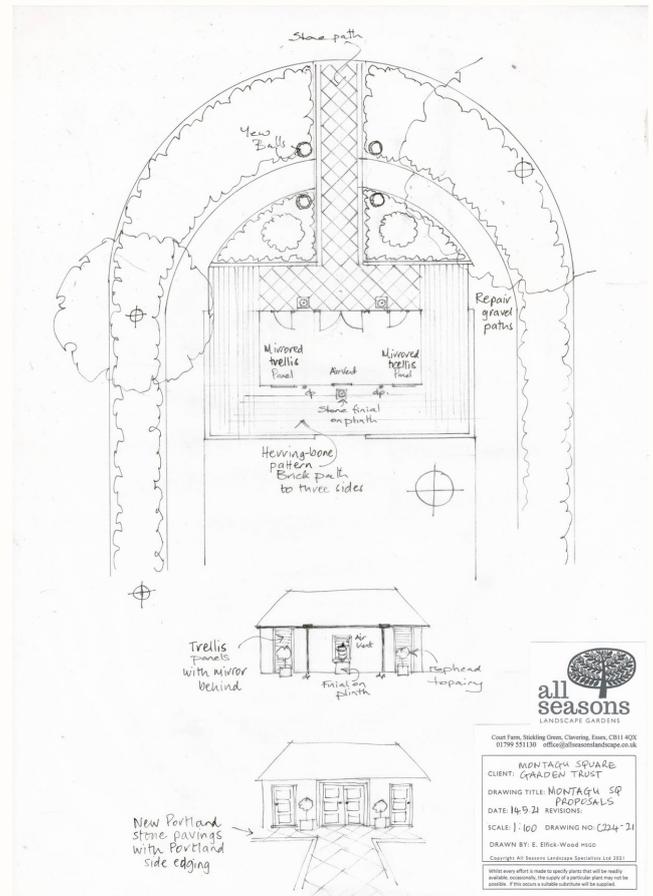
This stage will focus on the area around the substation

The Portman estate are kindly liaising on our behalf with UKPN (UK Power Networks) to improve the condition of the substation and the paved area around it. Costings for Phase 2 are under consideration by the Committee.

The work will transform the south end of the garden and will include:

- Repairing the low walls around the substation and capping them at seat height with Portland stone.
- Repaving the north, south and east sides with brick in a herringbone pattern.
- Repaving the entrance with Portland stone slabs and edges
- Dressing the substation's north facade to create a "pavilion" look. This would include the addition of mirrored trellis, enhancement of the three window openings and the installation of a central plinth with an urn or sculpture as the focal point with portland stone planters either side.
- Upgrading the gravel paths from the garden entrance to the start of the play area.

The Committee is very grateful for the generous donations already made and promised, but it is looking like additional funds will be needed to complete both phases of the project.



YOU'RE INVITED TO A



TRUSTEES CONSULTATION DAY

FEBRUARY 27TH, 2022 | 10 - NOON | THE GARDEN
TEA, COFFEE AND CAKE