

ELMER SANDS LIMITED

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

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

2025 ANNUAL REPORT

**Company Information
Chairman's Statement
Estate Management Annual Report**

**Notice of the
2026 Annual General Meeting
9th May 2026**

Company Accounts for 2025

Printed March 2026

Company Information (on 1st March 2026)

Registered Office

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

The Council of Elmer Sands Limited

Colin Bernhardt
John Kirby
Myra Miller
Linda Smith
Jo Wright
Tim Wright

Council Members Retired

Alison Carpenter
Andy Cooper
Adam Latus
Alison Page
Shelley Newton
Saundra Trebble (in memoriam)

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

For all of you who are new to the Elmer Sands Estate, on behalf of the Management Committee, I would like to welcome you. Elmer Sands is a unique location with countryside on two sides and the sea on the other.

This is my third year as Chairman.

The Estate is managed by a committee (otherwise known as the ESL Council) of up to fifteen unpaid volunteers who are democratically elected as directors of the company by the Estate residents who are members. We in effect run a small non-profit making company.

Our Council of Directors carries out a wide range of work summarised for you in this booklet. Being a director can be demanding at times, but it is also rewarding and an essential role for the safe and efficient running of our estate.

We currently have six directors on the Council who on our behalf, have given up their free time to deal with all the key areas of essential estate management plus additional projects. I am very grateful to them for all their hard work and dedication to the task. My thanks also go to the extra volunteers who have committed to carrying out an assortment of jobs to support the work of the ESL Council.

My challenge to you is if you think you might have useful skills to offer, and can spare some time on a regular basis, please consider joining the team, either as a director or as an occasional volunteer. All help is welcomed.

Our Company has two employees, Kim Edden our Secretary and Judith Bradford our Treasurer, whose hard work and experience ensures the efficient running of Elmer Sands Ltd. Our regular Grounds and Gardens contractors Andrew Griffiths and Linda Smith are key to keeping the Estate looking good. My thanks to all these team members for their contribution to the running of the Estate.

I take this opportunity to acknowledge with thanks our directors who have retired over the past year, Ali Page, Shelley Newton, Alison Carpenter, Andy Cooper and Adam Latus.

I would like to make special mention of Saz Trebble (in memoriam) Saz will be remembered by our community in particular for her dedication to running many unique social events for our families and children.

As Chairman I have continued my mission of simplifying and streamlining how the Estate is managed, whilst concentrating on the most important functions. Our level of management must be commensurate with our size, limited income and the number of Council members and volunteers we have.

The Estate functions best if we all accept collective responsibility for its management. In these challenging times, and with increasing division in our society, we must strive to work constructively together to keep our little piece of tranquillity safe and secure for our families and into the future.

Thank you to all our Estate Members for their continued support.

Colin Bernhardt - Chairman

Estate Management Annual Report

May 2025 – May 2026

Elmer Sands Ltd (ESL) Directors – There were two new nominees for the Council at the last AGM (10th May 2025) and following this election, the Board of Directors comprised: Colin Bernhardt, Alison Carpenter, Andy Cooper, John Kirby, Adam Latus, Myra Miller, Alison Page, Linda Smith, Sandra Trebble, Jo Wright and Tim Wright.

Responsibilities of the ESL Council – To direct and manage the Elmer Sands Estate throughout the year on behalf of the members. As demonstrated in brief below, the responsibilities cover a wide range of essential maintenance tasks, additional areas of work, and one-off projects for the benefit of the Membership as a whole.

Grounds Maintenance and Management of Common Areas and Facilities

- Grounds Contract management
- Gardening Contract management
- Weather Shelter/Kiosk – electricity box weatherproofed, fire extinguisher service and continued management/protection of the Wildlife habitat
- ‘Little Library’ refurbishment
- Toddlers’ Playground management and safety inspections
- Fencing and gates - repairs and replacements
- Management of Estate trees inc. professional assessments
- Shrub and small tree pruning
- Grass cutting common areas
- Bollard maintenance, painting, repairs and resetting
- Public footpath clearance
- Beach Steps Renovation Project – part funding Coastal Path
- Playing Field Hedge Planting Project – donation Woodland Trust
- Estate Signage Renewal Project – in progress

Roads, Verges and Amended Property Access

- Annual road survey and schedule of summer repairs carried out
- Assessment and permission for driveway extensions and amendments to promote off-road parking and surface water drainage compliance
- Reinstatement of damaged verges where applicable
- Parking Control - One Parking Solution
- Seasonal Entrance Guarding - Invictus Security Services

Surface Water Drainage and Flood Prevention

- Links forged with local authorities, councillors, MP and agencies
- Attendance at Public Meetings
- 'Sewage & Flood Watch for Middleton and Elmer' collaboration with Parish
- On site attendance and assistance for residents affected by drainage and flood issues
- Ditch surveys and clearance by Grounds contractor
- Regular engagement with Riparian owners
- Annual surface water drain-jetting and gully clearance
- New development monitoring surface water drainage
- Storm-drain connection initiatives
- Environment Agency liaison - maintenance of the Rife
- Monitoring of Housing Development Ancton Lane and Comet Corner proposals - potential threat to local drainage system capacity

Sea Defences and Beach

- Constant monitoring of Ryebank Rife, outfalls and current sea defences, regular reports Environment Agency
- Attendance at Environment Agency private and public meetings and consultations for future sea defence initiatives

Property Development & Planning

- Building development - liaison with the Parish Council and planning officials, investigating and responding to application issues and compliance
- Liaison with ADC planning officials and developers 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
- Skip permission and monitoring

ESL Council Meetings

- Bi-monthly Council meetings to receive sub-committee and project reports and address general Estate business
- Voting on proposals
- Sub-Committee and Project Team allocation
- Review and sign off Council Meeting minutes

Membership Management

- Updated Members' Handbook delivered to all members
- Management of Member database
- Estate Management Fee review
- Collection of fees and arrears
- Flexible payment methods
- Increased compulsory membership, licences and deeds
- Liaison with selling agents and solicitors
- Assistance with property sales
- Increase to administration fee for the preparation of Freehold Management Packs (FME1) for property sales
- Transfer of licences and supplemental deeds
- New administration fees for licences and transfers
- Holiday Let Policy monitoring - follow up on reported issues

Administration

- Employment contract annual reviews
- Directors and Officers insurance
- Buildings and Public Liability insurance
- Information Commissioner's Office (ICO) registration
- General Data Protection Regulation (GDPR)
- Company Risk Assessment
- Office Contingency Plan

Finance

- Review of annual budget
- Management of Company reserves and investments
- Preparation of Annual Accounts in liaison with Accountant

Estate Yard, Stable Field

- Continued lease of premises for non-commercial use
- Rent and utility charges
- 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
- Landlord maintenance responsibilities

Social, Sports and Community initiatives

- Estate Emergency Contingency Plan – review
- Elmer Sands Boating and Angling Club (ESBAC)
- Elmer Sands Ltd social events throughout the year for all residents
- Social events donations to selected charities
- Community facilities - Playing Field, Basketball Court, Children's Playground, Jubilee Garden, Boule Court, Community Library
- Volunteers across a range of activities and events

Utilities

- Openreach (Ofcom regulated) Ultrafast Fibre Broadband completed installation for majority of the Estate
- Landowner utility installation permissions and wayleave administration
- Street Lighting new contract and adjustments

Communication with Members

- Registered Office on the Estate for all member enquiries
- Easy access by Telephone, e-mail, post
- Appointments for Members with Secretary or Directors
- Bi-monthly 'Open Meetings' for Members to meet Directors at The Cabin
- Website www.elmersands.co.uk
- Notice Boards
- Individual requests for hand delivery of ESL notices
- Use of independent community Facebook groups
- Private Estate Management Members' Handbook
- Company Annual Report mailed to Members
- General Meetings

The 88th ANNUAL GENERAL MEETING of ELMER SANDS LIMITED
(Company limited by Guarantee without share capital)
Saturday 9th May 2026
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 10th May 2025
2. To receive the accounts of the Company for the year to 31 December 2025
3. To appoint PKR Accounting Techniques as Accountants to the Company
4. To elect a maximum of eleven Council Members from those nominated prior to 11th April 2026 in accordance with Articles 37-40, and to announce the election results
5. Proposals for Amendments to the Articles of Association by Special Resolution (details enclosed)
6. Management of the Estate
7. Discussion of issues raised by Members in writing in advance of the Meeting
8. 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 2025 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).

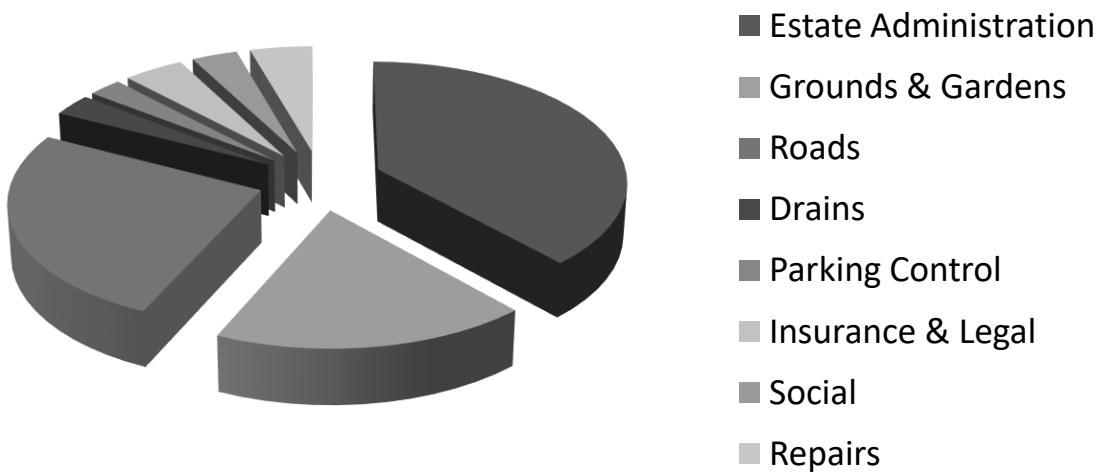
A member entitled to attend and vote, may appoint another member as a proxy to vote on their behalf in their absence (proxy form enclosed). Forms must be deposited with the Secretary not less than 48 hours before the meeting.

Elmer Sands Limited
Detailed Income and Expenditure Account
For The Year Ended 31 December 2025

	2025		2024	
	£	£	£	£
TURNOVER				
Stablefield rent		2,172		1,973
Boat Yard access & rent		127		152
Subscriptions received from residents		68,510		63,601
Sundry receipts		4,550		1,791
		75,359		67,517
GROSS SURPLUS		75,359		67,517
Administrative Expenses				
Council awards	77		84	
Wages and salaries	26,892		25,788	
Employers pensions - defined contributions scheme	718		691	
Road upkeep	21,060		8,744	
Drains upkeep	2,381		3,364	
Estate maintenance (Including utilities)	14,980		16,195	
Playground maintenance	180		1,521	
Beach Access Improvement	3,650		-	
Security costs	1,989		2,142	
Projects - Kiosk Area	1,520		-	
Boule Opening Event	282		-	
Insurance	1,769		1,751	
Printing, postage and stationery	2,377		2,109	
Accountancy fees	550		584	
Legal fees	-		72	
Finance charges	729		605	
Social Events	984		921	
Administrative/hire services	1,232		1,148	
		(81,370)		(65,719)
Other Operating Income				
Grant from WSCC for Beach Access Improvement	2,434		-	
Boules Event	282		-	
Transfer from reserves	907		921	
		3,623		921
OPERATING (DEFICIT)/SURPLUS		(2,388)		2,719
Other interest receivable and similar income				
Bank interest receivable	2,184		2,245	
		2,184		2,245
(DEFICIT)/SURPLUS BEFORE TAXATION		(204)		4,964
Tax on (Deficit)/surplus				
Corporation tax charge	415		427	
		(415)		(427)
(DEFICIT)/SURPLUS AFTER TAXATION BEING (DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		(619)		4,537

**Elmer Sands Limited
Balance Sheet
As At 31 December 2025**

	2025		2024	
	£	£	£	£
CURRENT ASSETS				
Debtors	1,533		1,259	
Cash at bank and in hand	66,815		70,563	
	68,348		71,822	
Creditors: Amounts Falling Due Within One Year	(16,415)		(18,363)	
NET CURRENT ASSETS (LIABILITIES)		51,933		53,459
TOTAL ASSETS LESS CURRENT LIABILITIES		51,933		53,459
NET ASSETS		51,933		53,459
RESERVES				
Other reserves		35,885		36,792
Income and Expenditure Account		16,048		16,667
MEMBERS' FUNDS		51,933		53,459



The complete Annual Accounts for 2025 are filed with Companies House and are available for Members to view on the Company website www.elmersands.co.uk