

# Hide Tower Resident Management Board Meeting

## Wednesday 21 August 2019 – 6pm.

Present	Mrs M Weldin	Secretary	<b>MW</b>
	Mrs M Glen	Treasurer	<b>MG</b>
	M Mr T Weldin		<b>TW</b>
	Mr J Robinson		<b>JR</b>
	Mrs M Stephenson		<b>MS</b>
	Ms M Ramos		<b>MR</b>
	Ms I Dahl		<b>ID</b>
	Ms T Mclean		<b>TM</b>
	Pauline Addison		<b>PA</b>
	Jon Terry	Auditor	
DNA	Ms B Grasberger		<b>BG</b>
Apologies	Mr L Stephenson		<b>LS</b>

**MS** welcomed everyone to the meeting and thanked them for attending. She introduced Jon Terry the auditor who had attended to present the end of year accounts.

### 1. Finances

**JT** introduced himself and explained that Blackman Terry are the chartered accountants who prepare our accounts which are then independently audited. He informed that the accounts give a true and fair view of the state of the company's affairs as at March 31<sup>st</sup>, 2019.

**JT** asked members to go to page 7 this gave a summary of the profit and loss account and comparison to the previous year. This year we had made a loss of £13,692. The reasons for this were that we had a reduction of the general allowance of £5k, there was also the cost associated with a new staff member and recruitment fees. We also paid out for emergency accommodation for two flats whilst work to bathrooms was ongoing and there was less rechargeable void work. There was a more detailed version of this on page 16, where we discussed employment costs had increased, agency fees, all other fees were in line with the previous year. The sundry expenses had a big increase, but this was because of the emergency accommodation outlined above.

**JT** finished by saying that we were in a healthy position with cash in the bank £371,011, and total equity of £414,071.

When **JT** finished his presentation, he asked members if there were any questions, as there weren't any, he asked if the accounts could be agreed at the meeting.

**MS** proposed that the accounts were a true and fair view, and this was agreed by all members. **JT** thanked the board and then left the meeting.

**PA** went on to give a brief finance report for July.

The opening balance on the business account was £25,927.46  
We had received quarter 2 allowance of £50,537.40.  
Expenditure was £19,433.79  
The balance at the end of July was £57,031.07.

Petty cash start balance was £125.44 there were 5 purchases of £130.37 and we had transferred a float of £100 from fob sales end balance is £95.07.

**MS** asked members if they had read the minutes and if there were any queries. As there weren't any it was proposed by MG and 2<sup>nd</sup> MW that the minutes were accurate.

### **Matters Arising**

**Audit - MS** spoke of the finance training and said how well it had gone. The next training will be Governance for the board members to attend on Saturday 28<sup>th</sup> September MW & TW may not be able to attend as they maybe on holiday.

Business plan training will now be in November.

**Contracts PA** has now got a template that we can adapt and will aim to complete it within the next few weeks. Staffing appraisals and training for staff. Also need to be completed asap.

### **Conflict of Interest**

There was nothing around the table

### **3. Repairs**

**PA** gave a 6 weeks repairs report from July to mid-August, she informed that we had completed 32 repairs 4 of which were communal. Of the 28 in flat repairs we had received just 6 satisfaction sheets which was 21% return.

The expenditure for this period was £12,964.00 this included two routine void work one was £4974 +vat and the Other £1494 + vat.

### **4. Health & Safety**

**MS** reported that since the Westminster on Wheels when **MW** mentioned to them the tree roots raising the paving stones and trip hazards, this has now been escalated by Westminster with a job raised to lift the paving slabs for the tree roots to be treated. PA will chase this up as it still hasn't been done.

Some garden lights need replacing PA to give job to Colin Williams

Also discussed putting in some mirrors and special lighting on fire stair case to deter drug users.

**PA** to send out letters in September about extending hours to bulk refuse shed area at weekends. This would mean the committee on hall duty would be responsible to lock it up.

### **Any other business**

**MS** spoke of the **AGM** and the SNT attending to discuss safety matters at the end of the meeting. MS advised to put notice in the lifts.

**MS** presented John Robinson with a gift voucher for his 20-year service and loyalty to the board. We wished him well for his future.

**ID** discussed youths running through the building causing a nuisance to residents on the landing

As there was no further business to discuss MS handed over to MG for the RA business

### **Residents Association Matters**

MG informed that they had reimbursed the RMB for work to rewire the heating in the hall. They had also paid the monthly gardening cost of £370.

We discussed the quote from Winch brothers to do the external painting to ground floor walls and pillars the cost is £4795.00+vat. This quote was accepted as we are happy with the professionalism of the contractor on previous work.

MS advised that there is £82,000 in the RA account so we can use this to pay for the work. This was agreed by all members present.

As there was no other business to discuss the meeting finished at 6.50pm the next board meeting will be 2 October at 6.30pm.