

Hide Tower Resident Management Board Meeting Tuesday 2 October 2019 – 6.30pm.

Present	Mrs M Weldin	Secretary	MW
	Mrs M Glen	Treasurer	MG
	M Mr T Weldin		TW
	Mrs M Stephenson		MS
	Ms M Ramos		MR
	Ms I Dahl		ID
	Ms T Mclean		TM
	Ms B Grasberger		BG
	Mr L Stephenson		LS
	Mr P Mixer		PM
	Ms P Addison	Manager	PA

1. **Matters Arising**

MS welcomed everyone to the meeting and thanked them for attending. She then proposed Inga Dahl as the new appointed chair. This was agreed by all members. We also welcomed Peter Mixer to the committee.

ID asked members if they had read the minutes of the last meeting, and if there were any queries, all members were in agreement apart from a small error on the RA matters, when it was MG rather than MS who reported on the finance.

1. **Matters Arising**

ID went onto discuss the drainage problem and informed members that Mervyn Thomason has said due to the ongoing problems the split between Hide Tower doing the repairs and Westminster doing the PPM is not working. It has been agreed by Westminster to take it back in house this is subject to the committee agreeing to this proposal, it will also mean a reduction to our allowance, but this hasn't been calculated yet. **ID** asked members if they were in favour of this proposal, it was agreed by all members to hand it back.

Audit – ID advised that audit is going forward and nearly complete we are currently working on the appraisal. She also spoke of governance training that we cancelled because of the leak to the meeting room and this will now be held on 9th November. The business plan will be put back until the new year.

2. **Conflict of Interest**

There was nothing around the table

3. Repairs

PA gave out a quarterly repairs report which showed that although we had raised 79 repairs we had completed and paid for 56 repairs during July 1st and 30th September. The expenditure for this period was £19,856.90 net + £4,406.50 vat. This included void work to 3 properties which cost around £12K. 11 of these repairs were communal, of the in-flat repairs we have received 14 satisfaction sheets, all were satisfied with the work, and gave a 21% return.

PA advised that the repairs system Chics had crashed recently and it took over a week to have it restored, this slowed down the process of raising the repair orders and sending out the satisfaction sheets, hence the low return.

4. Finance

PA gave out a quarterly report to all members and gave an over-view of the expenditure. It was an expensive quarter because of the void work, we had also paid maintenance cost on the door entry £2,532 also for a temporary cleaner as Carlos was on leave £2,414. All other expenses were in line with usual costs. There was an over-spend of £3,980.

Petty cash opening balance was £95.07 there had been 6 purchases of £83.12 leaving £11.95 remaining, we then transferred £100 from sales money so closing balance £111.95.

5. Health & Safety

ID discussed tree roots, the paving slabs have been lifted but waiting for the roots to be cut. **PA** will chase this up with Westminster

Also discussed the bulk refuse and by leaving it open on the weekends and with notices in the lift it seems to be doing the trick there is less stuff being left out the front.

PA informed that all but one of the garden lights had been replaced and we have ordered the different bulb needed for the remaining one. Other communal lights have been changed. **PM** asked why the outside light at the bottom of the fire escape was on a sensor and that it should be lit up all the time. Discussion about all lights going to be put on sensors on the landings to save money and energy this will be done following the fire Safety Work

MS spoke about the fire safety work consultation meeting, and surgery being held in Hide Tower on the 10th October she will be attending with Inga and Pauline to discuss the work.

ID and **PA** have been sent a Health Safety audit report from Westminster there are several recommendations that we need to complete, it is a wordy

document. PA informed that all other TMO's have also got to complete the recommendations and we are hoping to collectively employ a H/S consultant put in place the policies, procedures and risk assessments needed to complete the audit. **PA** asked members if they were in agreement with this, all members agreed.

Any other business

PM – Spoke of better communication between the board and residents especially with the regards to emergency situations, such as the leak in the hall, if there had been a notice put up immediately saying it was in hand the residents wouldn't be ringing emergency services. He asked that the committee take charge in these situations. Discussed that whoever is on hall rota for the month take charge when an emergency occurs and communicate to the residents. This will need to be agreed.

PM - The door problem was discussed as it was left open all night recently, what can we do in this situation, PA advised the cause of the recent problem someone had pressed the break glass button and then it wouldn't close. We now have a key for this situation which will be labelled and put in the key cupboard, another job for who is on rota duty.

PM - Discussed problem with the bike rack, it encourages people to leave broken bikes not being attended, motor cycles being parked blocking the garden gate, is there anything we can do. **PA** said that we have no power over it all we can do is put notices on the bikes which we have been doing. Westminster is consulting on the car parks and if they take over then it will help to police illegal users.

PA Tree pruning taking place around the car park between 14th -17th October.

PA informed that the December meeting is scheduled to take place on the 25th and to bring it forward to the 18th December.

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

Residents Association Matters

MG nothing much to report.

PA discussed the damage to the hall caused by the leak and that we will have to put in an insurance claim, it is getting quite bad as it is going into the electrics.

As there was no other business to discuss the meeting finished at 6.50pm the next board meeting will be 13 November at 6.30pm.