

# Hide Tower Resident Management Board Meeting Wednesday 15 September 2021 – 6.30pm.

Present

Ms I Dahl	Chair	<b>ID</b>
Mrs M Stephenson	Vice Chair	<b>MS</b>
Mr L Stephenson		<b>LS</b>
Ms T Mclean		<b>TM</b>
Ms P Addison	<b>Manager</b>	<b>PA</b>
<b>Jon Terry</b>	<b>Auditor</b>	<b>JT</b>

<b>Apologies:</b>	Ms B Grasberger	Treasurer	<b>BG</b>
	Mr S Graves		<b>SG</b>
	Mr P Mixer		<b>PM</b>
	Mrs M Weldin	Secretary	<b>MW</b>
	Mr T Weldin		<b>TW</b>

**ID** chaired the meeting and welcomed Jon Terry the auditor and also members present. She asked Jon to give his report on the end of year finances.

## 1. Finances

**JT** spoke of the report, saying that it had 17 pages, most of which was standard stuff. The most interesting pages were 8 and 17. Page 8 gives a summary of profit and loss - what we have received and expenditure, and page 17 is a more detailed account. **JT** said it had been a clean audit there was nothing untoward.

The highlights are that we had made a surplus of £26,019. This was due to an income of £195,440 received from Westminster for the general allowance and for rechargeable work in void properties. This was in comparison to a deficit of £2,021 last year.

Looking at expenses most were in line with last year. Wages for staff was a bit less this year, but that was because a staff member left during the year. There was also a one-off payment of £3,791 to JR Associates Health and Safety consultants for the Health and Safety Audit.

Establishment costs for rent, rates, and insurance remain in line with previous year, and repairs and maintenance were lower, which was probably down to less repairs because of the lockdown.

**JT** concluded by informing that we have a healthy bank balance of net £437k and that we are in a good strong position. He thanked Pauline for her good book-keeping and assistance with the audit.

With that, he finished his report, and asked if there were any questions. As there weren't any, he apologised for not being able to attend the AGM and confirmed that a colleague of his would attend on his behalf via Zoom.

**PA** gave a finance report for August:

Opening Balance £87,107.80  
Expenditure £15,428.59  
Closing Balance £71,679.21,

Petty Cash opening balance was £50.61. We transferred over £200 from sales, and there were 3 transaction - £40 gift token for Maureen, £100 gift token to Jack Fisher for his 100<sup>th</sup> birthday, and £21 gift token to Girl Friday for help in the office. The closing balance is £89.61.

## 2. Matters Arising

**ID** asked if everyone had read the minutes of the last meeting, and if there were any queries. As there weren't any, **ID** asked for a proposer and **MS** proposed the minutes with **TM** seconding them. All members agreed.

**ID** discussed the leak at the front of the building which has now been traced and remedied. The boards in the lobby have been replaced and painted. The re-routing of the cold-water mains pipe had also been completed and now needs to be boxed in. **PA** will contact Chris Brown for an update on this.

**ID** went onto discuss the RMB and informed that we had only just been given the details of the person from MEMO who may be interested on being Co-opted onto the board, so **PA** has contacted her to see if she is still interested.

We have received 2 nomination forms for two new members, and we may have a third one coming in. Also discussed that we should bring forward the next meeting to the 6<sup>th</sup> October to meet the new members and to discuss the further fire safety work that is being proposed. It may be necessary to form a sub-committee for major works.

## 2. Conflict of Interest

There was nothing around the table.

## 3. Repairs

**PA** gave a report for August 21

19 repairs issued.  
18 completed and paid for

Expenditure so far £4725.00. There was 1 high spend of £2,160 during this period, for tracing and remedying the leak and making good work to flat 3 and the communal area, for which **PA** is putting in an insurance claim.

Electrics	6	£1086.60
Fixtures and Fittings	8	£1161.60

Plumbing	3	£2342.40
Security	1	£134.40
Total	18	£ 4725.00

We received only 8 satisfaction sheets - 45%

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

**ID** informed that the garden side fire escape door has now been re-alarmed, but people are exiting from this door, and the alarm is going off and can cause a disturbance. **LS** found the door left open; it needs to be closed for the alarm to stop.

**PA** informed that the broken window on the 20<sup>th</sup> floor flat has been made safe and is now waiting for appointment to replace the glazed unit.

**LS** reported that lights are still left on in the fire escape staircase. **PA** has spoken to Andy to check it out.

#### **Any other business**

Date of next meeting brought forward to the 6<sup>th</sup> of October to meet new members.

**ID** discussed the issue concerning an elderly resident who had a fall in the flat, with the first responders having to break the door to gain entry into the flat. The resident had a key-safe, but the new key hadn't been put in it. Discussed the need to keep records of key safe numbers for vulnerable residents to help in the event of an emergency. **PA** does have records of some numbers.

#### **Residents Association Matters**

**ID** discussed the proposal of Westminster fitting CCTV cameras in the lift, no decision made as meeting wasn't fully attended. TBC next meeting.

**ID** informed there was a query for a hall booking for Dalkeith RA to hold their AGM in October, and **PA** quoted them the business rate of £25 per hour.

**PA** informed that we had made a back payment to Continental Landscapes for payments that had not been taken from the bank for October 20, December 20 and March 21. Cheques had been sent to Continental Landscapes, but not cashed, so no payments ended up being made.

As there was no other business the meeting finished at 7.15pm. The next meeting will be on 6<sup>th</sup> October at 6.30pm.