

Hide Tower Resident Management Board Meeting Tuesday 17 December 2019 – 11am.

Present		
Mrs M Weldin	Secretary	MW
Mrs M Glen	Treasurer	MG
Mrs M Stephenson	Vice Chair	MS
M Mr T Weldin		TW
Ms M Ramos		MR
Ms P Addison	Manager	PA

Apologies	Ms B Grasberger		BG
	Ms I Dahl	Chair	ID
	Ms T Mclean		TM
	Mr L Stephenson		LS
	Mr P Mixer		PM

1. Matters Arising

In the absence of **ID**, **MS** chaired the meeting and asked everyone if they had read the minutes of the last meeting, and if there were any queries. As there weren't any **MS** asked for a proposer **MG** proposed the minutes and **MR** second them, all members were in agreement

Matters Arising

MS updated members that the repair to the leak in the hall was complete the concrete slab had been repaired. **PA** has put in an insurance claim along with a quote from Colin Williams. We had had a visit from a loss adjuster who was happy to say that the claim should be straight forward, but she wanted a second quote this has now been obtained and came in higher than Colin's quote. We are now waiting to hear from the insurers.

Audit – MS advised that there is no further news regarding the audit from Mervyn Thomason. **PA** informed members that Merv was taking up to 6 months out from January, so not sure how this will affect us as he is our representative to Westminster.

Conflict of Interest

There was nothing around the table

2. Repairs

PA gave a quarterly repairs report from 1st October – 16th December which showed that we had raised and completed 71 repairs four of which were communal. The expenditure to date is £10,547.44 but with not being quite at the end of the quarter, there are more invoices to come. We have also paid Colin 50% advance payment for insurance job in the hall which was £10,180 net payment.

We have received 29 satisfaction sheets, all were satisfied with the work , and gave a 42% return.

3. Finance

PA informed that she was unable to print out a quarterly finance report as not everything had been posted on Xero, she estimated that we would have been on budget if it were not for paying an advanced payment of £10k to Colin Williams for the insurance work in the hall/kitchen.

Petty cash opening balance was £55.69 we had paid Carlos £50 for cleaning the hall floor and chairs, we have also transferred in £100 float from sales of fobs and keys.

4. Health & Safety

PA informed that the tree roots had finally be pruned and the paving stones put back. There are more tree roots to be cut and PA will chase for this to be done next year.

PA reported that we are still waiting for three lights around the garden to be replaced.

PA updated on the Health Safety audit and informed that the TMO managers had met with two H/S consultants and had obtained two quotes.

McCormack and Benson would charge £1,500 for the first year if 5 TMO's worked together which would include putting in place the policies, procedures and risk assessments needed to complete the audit. Following this there would be an annual cost retainer cost of £800.

JRC Associates initial cost is higher at £3000 for setting up and completing what is required in the audit, but their retainer cost is £250 per year. According to the audit it is important that we have the consultants on a retainer.

The other TMO's had decided that JRC Ass would be more cost effective in the long term. PA asked members if they agree to go ahead with JRC Associates. This was agreed by all members in attendance.

Any other business

PA – Updated on the new parking arrangements and it was all going ahead, the signage and re-lining had been done. Now we are waiting for the permits to be allocated and signing up occupants on the new parking agreements. We are not sure when the patrolling will be starting.

MS discussed the 20 -year anniversary on 10th January, we will be arranging a celebration get together with Buffet and drinks..

TW advised that the fire escape door had been damaged and needs a repair to the metal sheet which is being prized off. PA to speak to Colin.

MG asked if we were having a belated Christmas meal, other members were in agreement this will be arranged for February.

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

Residents Association Matters

MG said not much to report there was £80K in the account.

PA spoke of the elections and said that she had invoiced them for the hall hire £750. She had also invoiced for the garden allowance and for the aerials income.

MG/MS spoke of having some art or photography for the lobby entrance. MS indicated that we could have some aerial shots of the view from the roof. PA will investigate this next year.

As there was no other business to discuss the meeting finished at 11.45am.. As agreed, the next board meeting will be on 29 January at 6.30pm.