

Hide Tower Resident Management Board Meeting Wednesday 2nd September 2020 – 6.30pm.

Present

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

Apologies

Ms M Ramos		MR
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ID chaired the meeting and welcomed members present. She asked everyone if they had read the minutes of the last meeting, and if there were any queries. As there weren't any **ID** asked for a proposer **MS** proposed the minutes and **TW** second them, all members were in agreement

1. Matters Arising

ID informed members that Lindsey Jenkins from WCC had requested to meet with the TMO to discuss the fire safety works sometime next week. It was agreed that Tuesday 8th would be the better day. **PA** will arrange with Lindsey.

ID also informed members that since the office re-opened residents were not making appointments and were just coming in as normal. Although we have the protection, in place it seems old habits die hard. **PA** said she feels okay and stands well back from the desk to keep the distance..

2. Conflict of Interest

There was nothing around the table.

3. Repairs

PA gave a repairs report for July-August which showed that there had been 31 repairs for this period. 4 were communal repairs. Of the 27 in- flat repairs we had received 13 satisfaction sheets all were satisfied apart from one resident who was not happy with the size of replacement bath. The expenditure was £4,346.88, but there were 4 repairs completed but unpaid.

We also discussed the new leak in the lobby which is spreading across the concrete. Flow 3 had attended and confirmed that it was not a stack pipe but a

cold-water mains pipe. **PA** asked Mervyn Thomason to assist with getting help for this with this and he arranged an emergency repair for Gem to attend. **Post meeting Note** They re-attended the following day and investigated and found the cause of the leak is the flat on the first floor which is a leasehold flat, and the bathroom fully tiled, the owners brought in their own plumbers who repaired the leak.

We also discussed the current problems with the main door, Warrior doors were called out to repair the door and found that someone had stuck something over the sensor to keep it from closing, which had left a residue and stopped the door from closing properly. A full service of the door has been arranged for Tuesday 8th September, they think that we should stick with the current door that we have and try and educate residents better on how to use it, sticking with the current system would be cheaper option.

PA still waiting for Flow 3 to resume the stack cleaning

3. Finance

PA informed members that Auditor was not able to attend the meeting to present the accounts but has arranged to attend tomorrow morning, MG & ID will attend that meeting.

PA went on to inform members that the opening balance for August was £64,542.90 the expenditure for the month was £12,740.47 this included a quarterly VAT payment of £3,785.03 . The closing balance was £51,802.43.

PA further informed that we were renewing the telephone contract with Plan.com. and should make a saving on the mobile phone contact of 20%.

Post meeting note: Jon Terry - Auditors meeting.

JT said that it was a clean, audit, there was good book-keeping nothing untoward. We had made a small loss this year of £2,466, which we will have to pay tax on.

The income for 2019/20 was less than the previous year but this was down to not having any re-chargeable voids. Turning to page 16 to look at all the expenditure, it showed that the salaries has increased, that is because we now have 3 employees, and Sabrina was on a temporary contract at some point in the previous year and this year she has been employed by Hide Tower. Repair costs were down this year, but again this was because we hadn't done as many repairs/voids as previous year.

General admin costs were in line with previous year, the telephone/ broadband costs have reduced. Audit costs are the same as previous years with no increase.

JT went onto discuss tangible assets and there is a depreciation charge of £800 on the cost of the lobby. He also explained liabilities and debtors.

JT concurred that we were in a strong position, with a healthy bank balance. The accounts were agreed by Maureen Glen and Inga Dahl.

He will attend the AGM on the 29th September.

4. Health & Safety

ID asked **TW** & **LS** for an update on the block, **TW** advised all was well he is keeping on top of the communal lighting and **LS** is adjusting the time clocks where necessary, he reported that the door to the electric intake room was left open. Nothing further to report.

Any other business

ID asked **PM** if he had anything to report. He informed that residents in Hide Place are using Hide Tower bins for their rubbish, when he challenged the person he was told that Westminster environmental services had told him to do so. Which doesn't seem right. He asked for a letter to be sent over to the block in Hide Place to ask them not to use our bins.

PA discussed the AGM and asked the members whether to have the meeting by Zoom as recommended by Westminster or go ahead and hold it in the hall and limit the number to 20 so that we can socially distance. If we chose to do it this way then we need to do a risk assessment and send it to Merv. We agreed that the date would be September 29th.

PA also asked members if they want to continue being on the committee and are willing to be re-elected for a further year, all members agreed this, and **ID** is willing to remain as chair.

MS wanted to discuss using the surplus to redecorate the landings this is following the completion of the major works, all members agreed this. **PA** advised that we should ask Westminster to pay for it, as it should be done as cyclical decorations and the last time was in 2006 and so it is long over-due and it should have been included in this scheme but was dropped.

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

Residents Association Matters

Discussed planting bulbs in the garden, Luis offered to purchase and plant them and will give us the receipt to be reimbursed.

PM wanted to discuss the gardening contract; he does not think that we are getting value for money. He witnessed the gardener take 40 minutes to cut the grass then rest up for the remainder of his time, and that they are not attending fortnightly as they should do. We discussed how hard it is to get a decent price, the company we use were competitive when we went out to

tender, whilst another company wouldn't quote as they couldn't do it at a lower price. **PA** informed that whilst they may not come fortnightly they do come when prompted, but she will contact them and request them to start coming fortnightly. **ID** asked **PM** if he wanted to see if he could get a better deal.

Discussed the hall bookings, the dance group have asked if they can start using it. It was decided that we will hold off for now on this but will agree to the monthly manicure/pedicure treatment.

MG informed that we were paying some invoices for the garden and the current balance is £69,000. **PA** will invoice Westminster for the aerals on the roof.

As there was no other business the meeting finished at 7.20pm. The next meeting will be on October 7th at 6.30pm