

# Hide Tower Resident Management Major Works Meeting

## Wednesday 11<sup>th</sup> May 2022 – 6.30pm

Present:

Ms I Dahl	<b>Chair</b>	<b>ID</b>
Mr P Mixer		<b>PA</b>
Mr B Abell		<b>BA</b>
Miss F Matoq	<b>Secretary</b>	<b>FM</b>
Mr S Graves		<b>SG</b>
Mr D Bresnihan		<b>DB</b>
Ms S Gilbert		<b>SG</b>
Mr R Mangat		<b>RM</b>
Mr R Zanetti		<b>RZ</b>
Ms P Addison	<b>Manager</b>	<b>PA</b>

<b>Apology</b>	Mrs M Weldin	<b>MW</b>
	Mr T Weldin	<b>TW</b>
	Mr N Walker	<b>NW</b>

**ID** started the meeting by welcoming everyone and asked if they had read the minutes of the last meeting, and if they agreed. **RM** proposed that the minutes were accurate, which was 2<sup>nd</sup> by **DB** and agreed by all other members present.

### 1. Matters Arising

#### Recruitment

**ID** informed members that she had advertised the manager's job on LinkedIn, which was free. We have shortlisted 4 applicants, but one has withdrawn so we are interviewing 3 candidates on Monday. Hopefully, we will choose one of them, but if not, we will then advertise through Inside Housing. Whatever the situation Pauline is leaving on Friday the 20<sup>th</sup> and we will need cover for the office until at least June 6<sup>th</sup>. **ID** suggested that we use the PA company Zebra who will take the calls and then put them through to the contacts - if it is a repair they will contact Colin, if it is a resident query regarding the block, parking, or fobs etc., then they will look to contact a committee member. Maureen had been the contact person previously but as she is off the committee, we will need committee members to take this on.

**SG** commented that this should be taken on by Westminster, **PA** informed that RMB are responsible for managing the block and so WCC would not take this on.

**ID** is happy to take calls on in the morning, **DB** will help where he can. **SG** asked if there is a guide - **PA** to provide.

**SG** commented that the committee would not be viable with directors standing down. **ID** commented that we have directors in place, as Fatma has just been elected secretary, and Birgit is the treasurer. **ID** is remaining as chair until September and then we will need a new chairperson.

**ID** asked **DB** if he would become the vice-chair, which he agreed to. This was proposed by **ID** and agreed by all other members.

**PM** wanted to thank **ID** for her work in doing the lions share of the recruitment work. This was agreed by members in attendance.

**ID** informed that although **PA** is retiring, she has offered to work part-time around 10 hours per week for a for set amount of time to do the hand-over to the new manager. She will remain on the payroll during this time. This was agreed by all members.

**ID** confirmed that a new mandate had been sent to the bank to include **Fatma** as the Secretary.

### **Major works**

**ID** went onto discuss major works and the cross-corridor doors and referred to **Keith Rouses** email updating us on the status of the doors, we are still waiting for approval for the designs from building control, and so cannot get costings without approval.

**DB** informed that he and **SG** had a walk about the building with **UL** to discuss the cross-corridor doors, and said he was not aware that with the north side doors there was no obligation to renew these. He is not opposed to them being done but thinks we should wait until we get the costings to decide.

**PM** advised that the committee had already decided on this, and the majority had decided to replace both sets as aesthetically it would look wrong. **UL** and **Keith Rouse** have been working on the agreement from the committee to go with metal doors for both sides and we are wasting their time by chopping and changing.

**SG** added the council must be seen to be doing something for fire safety and is not happy with standard of work, and we don't have to do anything further until we have seen the costs.

## **2. Conflict of Interest**

There was nothing around the table.

## **3. Repairs**

**PA** gave a repairs report for April and informed that 22 repairs had been completed and invoiced, the expenditure was £3,129.60. We had received 11 satisfaction sheets returned all were satisfied, a 50% return.

**PA** also gave a summary of annual repairs for the last financial year. We had issued 258 repairs and the expenditure was £58,691.86. This is on parr with previous years.

**PA** updated members on the drainage issue and informed that Westminster have approved the funding for the stack cleaning, and they will be planning to commence this work.

Members had a brief discussion on the drainage problems they all experience, the concerns over the chosen contractor Flow 3 drains, and the risks involved with the work. **PM** asked **PA** if she could arrange an appointment for the committee to meet with John Breeze, the surveyor working on the scheme, along with Ryan Mckenzie from Flow 3 drains. **PA** will arrange and get back to members with some dates.

#### **4. Finance**

**PA** gave an over-view of the finances for April.

Opening balance was £53,254.77

Received Q1 allowance of £49,938.60 + £3,834.40 for rent allowance

The expenditure for the month was £14, 677.75

Closing balance at the end of April £92,350.02.

The auditor is attending on Wednesday 18<sup>th</sup> of May to do complete the paperwork for the end of year audit.

#### **5. Health and Safety**

**ID** informed that **PA** had contacted the SNT and offered them the use of the hall to drop in to do paperwork. They had asked for a set of keys, which we will provide.

**PA** informed that as agreed at the last meeting she had instructed All Pro-Security to commence the work to upgrade the CCTV system to full HD. Also confirmed that Carlos had cleared out the room on the 21<sup>st</sup> floor as overtime.

**DB** informed that lift W177 doors are grinding when opening and closing. **PA** to report to WCC.

#### **4. Any other business**

**DB** informed members that he had been taking steps into looking at the proposal of gating the building. He has been told that we will have to approach the planning department for approval. He has also been in touch with Metal Fabrication who are still in operation and are interested in discussing further.

As there was no further business for the RMB we went onto discuss the RA

## **5. Residents Association Matters**

**DB** said elections went well. **DB** spoke to the officer involved about locking up and as they finished before **DB** came down, they put the key into the office letter box, which had been received. **ID** advised that **PA** had invoiced WCC for the hall booking, which cost £750.00 for the day.

**PA** is still waiting to find out if we had received the aerals money and is waiting for the current bank statement to arrive.

As there was nothing further to discuss the meeting finished at 8pm  
Date of next meeting 15<sup>th</sup> June at 6.30pm.