

Hide Tower Resident Management Major Works Meeting Wednesday 17 November 2021 – 6pm.

Present

	Ms I Dahl	Chair	ID
	Mrs M Stephenson	Vice Chair	MS
	Mr L Stephenson		LS
	Ms T Mclean		TM
	Mr S Graves		SG
	Mr P Mixer		PM
	Mrs M Weldin	Secretary	MW
	Mr T Weldin		TW
	Mr R Mangat		RM
	Mr D Bresnihan		DB
	Ms P Addison	Manager	PA
Guest s	Mervyn Thomson		MT
	Chailean Dottin-John		CDJ
Apology	Mrs Hughes		FH
	Ms B Grasberger	Treasurer	BG
	Mr N Walker		NW
	Mr A Gregoriou		AG

MS chaired the meeting as **ID** was unwell and welcomed Mervyn and Chailean to discuss the RMB going forward.

MT thanked the board for inviting him and **CDJ** to the meeting. He said that we are working to a deadline of March 22 when **PA** retires. There is presently 14 board members but 5 of these are standing down which will leave 9 members to take it forward. The majority of the 9 members are new who haven't had training, are they committed to taking it forward? Being on a TMO is about actively being involved in the community. When the 5 members stand down you will need to elect new directors, Chair, Secretary, and vice chair

MT explained the requirements and rules:

We need to meet at least 6 times a year with at least 7 members or 50% of the membership to be quorate.

There needs to be a commitment to training members, in H/S, staff management, performance and appraisals. Finance and GDPR.

All members need to sign Code of Governance, Confidentiality, etc

The five-year ballot is due, we need to know what if residents want it continue. Westminster will support the board with this. If the will is there to continue then you will need to start recruitment process for a new manager, write up a job description.

MS asked if we could employ a part time worker. MT said no the allowance is for full time cover of Housing Management services. There needs to be cover for Monday to Friday with a manager working in the office or from home for the phones to be covered and emergency cover in place for out of hours.

Options to recruit put advert in paper or Inside Housing or go through an agency.

The alternative is that if the committee do not want to commit then they call a general meeting for endorsement of decision. If the intention is to continue as an RA you will need to set up as a limited company or incorporated body.

There is a lot to think about **MT** will assist and send over documents recruitment and job description. Members to meet in December to discuss this further.

There was a brief discussion regarding current emergency cover in place, **PM** didn't think it worked as **PA** needed to be contacted to approve Westminster contractors to go out, and sometimes PA doesn't pick up. MT said that your own contractor should be contacted, if he can't be reached, Westminster would send out the Council's contractor.

At that **MT** and **CDJ** left the meeting.

2. Matters Arising

MS asked if everyone had read the minutes of the last meeting, and if there were any queries. **SG** not in agreement as he felt the minutes didn't reflect or answer fully the questions asked regarding the cladding and balcony work. **RM** agreed that not all was points raised were in the minutes and suggested that we record further meetings. **PM** wanted more information and wanted to see the Olsen report.

PA informed that she had asked for an update on the cladding and balcony project A116 and was advised the following from GR

“ we shall finish scoping the works via the client brief and gain internal approval (project board). Once this is complete we shall organise a residents meeting to discuss the works. Given the timing and resources I estimate we gain internal approval this side of Xmas and have the resident mtg in mid to late jan. Once these 2 things have happened we go for one more internal approval (programme board) before we then pass the scope (client brief) to the contractor for them to start designing and costing up. Once we have their cost we can issue via section 20. During the design (and before the issue of section 20) there will be another residents meeting to discuss the work with the contractor.”

PA We went on to discuss the X251 she informed she had heard from Keith Rouse who had advised that there has been a development on the ventilation work, they are not going to decommission the old system they have an alternative solution proposing to add onto the letterbox type vent, they will be working on a mock up to show residents.

He also spoke of the difficulties with getting design for the cross-corridor doors the 2-hour fire rated glazing is proving to be very expensive.

SG doesn't think they are necessary to change the ones that are in place.

PM a decision has already been made to replace both sides of the corridor, agreed by all committee members at a previous meeting and doesn't think that this decision should be changed.

PA also discussed the cost of decorating and ceiling tiles UL have provided a six-page spread sheet with a breakdown of their costs which total £163,000,

£65,000 for replacement tiling
£12,450 for skips to remove old tiling
£83,3788 for decorations

This is a lot more than our contractors quoted

Colin Williams replacement tiling £38,400 inc vat
Winch Brothers decorating £90,900 inc vat

PM doesn't think the tiling contract should be awarded to Colin Williams as he doesn't think his workmanship is to a good standard

DB asked whether he was suitably qualified do we have certificates.

PA he is in a 3-year contract until 2022 year, she will have to check paperwork for what is on file. He has been retained as overall we get good satisfaction results back from residents.

PA will arrange a sub-committee meeting in the next couple of weeks with WCC and UL to discuss X251.

2. Conflict of Interest

There was nothing around the table.

3. Repairs

PA gave a monthly repairs report for October

We issued and completed 28 repairs and 25 of these have been paid for. The expenditure so far £5,868.00.

Electrics	13	£3464.20
Fixtures and Fittings	4	£962.40
Plumbing	6	£5940.20
Drainage	1	£38.20
Paint & Dec	1	463.20
Total	25	£58.68.00

We received 8 satisfaction sheets - 31%

4. Finance

PA gave a summary of the finance for October.

Opening balance as	£68,553.08,
Received quarterly allowance	£54,253.50
Expenditure	£14,394.84
Closing Balance	£108,411.74

5. Health & Safety

LS advised that light near the shutter to the shed area is dim and needs replacing.

TW concerned that the riser cupboards are all open, **PA** advised that cabling work had taken place BT were into replace damaged cables.

SG holes had been drilled and we were left with no fire stopping. **PA** informed the fire stopping would take place as soon as the cabling had been completed.

Any other business

No further business to be discussed, so we proceeded to the RA matters.

Residents Association Matters

MS informed that we have two requests to hire the hall for regular usage :

- Westminster legal services two evenings a week Tues and Thursday 6-9pm. £150 per week. **MS** asked if anyone would be willing to open the hall on the Tuesday and she would be available to open the hall on Thursday **SG** would do the Tuesday
- A resident in the building to start a yoga group a couple of days a week.
- We also received a request for Dalkeith RA to use for their AGM on the 8th Dec 6.30 -9.30.

- A resident requested to hire it for a party on the 19th December 12noon to 6pm. **MS** asked if any members they could help with weekend bookings no one would commit.
- PA informed that the balance on the RA account is £112,155.78.

As there was nothing further to discuss the meeting finished at 8.15pm
Date of next meeting TBA