

Brock End RTM Company Ltd

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Minutes of directors' meeting held at The Marriot Hotel, Marlborough Road, Swindon on 29th August 2019 at 2.00pm

Present:

A Cain	-	Director
J Morris	-	Company Secretary
D Salisbury	-	Director
R Yalden	-	Director
J Webster	-	Director

Mainstay Update

John confirmed that he has received no response to his 7th July email to Mainstay claiming a further £19764.70 in transfer funds, despite a reminder email to them on 1st August. It was agreed that the next step should be for John to follow Mainstay's complaints procedure to press for a response, particularly as this would be a prerequisite for some forms of further action that we might wish to take in the future.

Overdue Debtors

John circulated the latest income statement and balance sheet which shows overdue debtors at £2702. This was a considerable improvement since the AGM in May. One debtor (4 Southwich & 1 Villets) owes £1800 of this but this morning paid £900, reducing his debt to £900 and the total to £1802. His balance of £900 will continue to be pursued. Of the £902 'other' debtors made up of several individuals, all are on payment plans which should eliminate their arrears.

Recent Fire Risk Assessment

The assessment was carried out on 20th June in two parts: 1) the 'new' buildings – Southwich, Newport, Croft and Scott Houses and 2) the 'old' buildings – Villets and Betjemen Houses.

There is a list of recommendations which John reviewed for the meeting and which are in the process of being actioned. With particular regard to the communal area alarm systems, the report confirms the following:

- *For the 'new' buildings, the report says that the properties 'comply with current building regulation guidance, particularly in relation to adequate standards of compartmentation therefore, fire alarm and detection systems are not required in the communal areas'.*

- *For the 'old' buildings, the report says 'compartmentation cannot be guaranteed' and therefore the existing fire alarm system should be reinstated and maintained.*

A quotation is being obtained to enable this work to be carried out.

Gate Control

Owing to the continued problem with non-residents using the keypad to gain vehicular access into the site, the main vehicle entry gates will now only be opened by using the same fob as for the communal doors for the blocks. This will take effect from 8th December 2019.

AOB

Refund Policy

John recommended that the company should have a refund policy to ensure that we are making best efforts to prevent fraud and/or money laundering. He presented a model policy which the directors reviewed and agreed to adopt, effective immediately.

Communal area redecoration

Following a discussion regarding the redecoration of the communal areas, it was decided that the rear hallway to Villets House would undergo redecoration shortly followed by Croft House. It was also agreed that a five-year rolling programme of redecoration should be introduced from the next financial year.

There being no further business the meeting closed at 4.30PM