

# Brock End RTM Company Ltd

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## Minutes of directors meeting of Brock End RTM Company Ltd held at 14:00pm on 04<sup>th</sup> August 2021 and held digitally

### Present:

R Yalden	-	Director
J Webster	-	Director
J Morris	-	Company Secretary
T Dellow	-	Property Manager

### **1. Resignation of David Salsbury as Director**

The board have acknowledged the resignation of David Salsbury as director and expressed their appreciation for his time as a director.

### **2. Minutes of previous meeting**

The minutes of the previous meeting were discussed and agreed.

### **3. Debtors**

There is only one debtor for the year to 30<sup>th</sup> September 2021 for £90 as a leaseholder is one month in arrears with instalments.

### **4. Maintenance**

#### **Pedestrian Gate**

The pedestrian gate had been damaged with the magnetic lock and top courses of brickwork knocked loose. A contractor had attended to remove the top course of brick and make the structure safe. Another contractor attended to repair the magnetic lock and install a secure Paxton entry system as had been installed on the vehicle gate and main communal doors. The gate is now secure and structurally safe.

#### **Betjeman House Section 20**

A section 20 notice had been issued on 20<sup>th</sup> April 2021 with the second notice issued on 13<sup>th</sup> July 2021. Work to repair and repaint the exterior woodwork, windows, doors and render will be instructed after the notice period ends.

#### **Fire Alarms and AOV**

Following advice received from the Fire Risk Assessment in 2019, work has been completed to remove the fire alarms in Croft House, Newport House, Scott House and Southwich House. The AOV's in these blocks are now activated independently by switch. The fire alarm systems remain in Betjeman House and Vilett House as recommended by the Fire Risk Assessment.

#### **CCTV**

An engineer has upgraded the NVR and has installed an additional camera to better cover the pedestrian gate and vehicle gate.

#### **Fire Remedials**

Work to ensure the safety of the communal fire doors in Vilett and Betjeman have been completed.

### **Waste Collection**

Following the council announcement that they are moving from fortnightly collections to monthly collections, residents should have received a notice from the council. Block Management will post a notice on the communal notice boards regarding the new collection times.

### **5. Insurance**

Insurance premiums have generally increased at a rate of around 9% from previous years. Block Management are working with several brokers to acquire the most cost-effective premium.

### **6. Electricity**

The previous electricity supplier Ebico had been bought out by British Gas. After a lengthy switching process, previous Ebico tariffs which were honoured by British Gas are now due for renewal. Unfortunately, the change in industry pricing practises means that zero standing tariffs are no longer being offered. Block Management are working to ensure that the best value tariffs are obtained.

### **7. Service Charges and Forecasts**

#### **Increase**

Betjeman	from £1,785 to £2,000
Vilett	from £2,000 to £2,200

#### **Decrease**

Croft	from £900 to £850
Newport	from £900 to £850
Southwich	from £900 to £850
Scott	from £1,300 to £1,250

The following service charge amounts were agreed for the year commencing 1<sup>st</sup> October 2021. Betjeman House and Vilett House are considerably older than the newer blocks, maintenance works for these blocks will be more than the newer blocks. It was agreed that the service charges be increased to ensure that there is an appropriate reserve fund to pay for the works without additional funds being required from leaseholders.

### **8. Management Charges**

The directors agreed that the current managing agent fee of £4,410 is increased by £198 to £4,608 for the year commencing 1 October 2021.

### **Any other business**

- a) Following the resignation of David Salsbury it was agreed to update the bank mandate.
- b) It was agreed that the next AGM should be held in April 2022 preferably by Zoom.