|  |  |
| --- | --- |
|  | **Residential Management Company limited by guarantee with no shares****Co no.:**  **04659245 Registered in England and Wales Registered office:**  c/o Estate Office, Winterthur Way,Basingstoke RG21 7UB **Agent:** Lisa Cobley-Wood, GH Property Management**t** 0845 3080 988 **e** enquiries@gh-propertymanagement.co.uk**Office:** Basepoint Business Centre, 1 Winnall Valley Road, Winchester, Hampshire, SO23 OLD |

MINUTES of VHMC DIRECTORS MEETING

**Meeting Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | 17th October 2013 | **Time** | 19:00 | **Venue** | Cranleys Financial Services |

|  |  |
| --- | --- |
| **In attendance** | **Apologies** |
| * Colin Davison (Chair) – CD
* David Griffiths – DG
* Jaz Parmar - JPm
* Wayne Buckley – WB – on speaker phone
* Tim Roberts - TR (GHPM)
* Lisa Cobley-Wood - LCW (GHPM)
 | * Jagruti Pankhania – JPk
* Liam O’Sullivan – LOS (GHPM)
 |

**Minutes of Meeting**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Action** |
| 119:05 | *Acceptance of minutes* * Minutes where accepted as a true reflection of the previous meeting.
* For the purpose of the minutes the Newbury Bank Account bank book is held with GH Property Management Services. The account balance is £2642.44
 |  |
| 219:10 | *Management Report - Finance** Board reconfirmed request for changes to the structure of the financial reports; LCW reported the report was not in the format as the board previously requested and confirmation was required to what information the Board wanted to see each month. The board requested additional financial data including commentary/explanation on expenditure
* Debtor’s position was confirmed by GHPM – debt recovery procedure commenced week 14.10.13
* WB requested a cash flow analysis to be provided by LOS ASAP
* Draft budget required by next BOD meeting for approval; to be sent via email prior to meeting
 | * LOS to add commentary to financial report
* LOS to document cash flow ASAP
* GHPM to prepare draft budget for 2014
 |
| 319.20 | *Director Conduct** CD explained the board has discussed and resolution was in place.
* CD stated he would remain the Chair of VHMC
 | * No action required
 |
| 419:22 | *Update on Vivid** Internal Redecoration of Small Blocks - LCW confirmed consensus Contractors, Little & Large have been appointment but no start date given due to concerns over cash flow
* External Clean – Board agreed to visit site individually and assess regimes to be carried out in order to basis tailor the clean
* Planned Maintenance Schedule – Board agreed to pay outstanding balance of £2500.00 to Vivid Surveyors and to pay Vivid a consultation fee for consultation works which will be need to be budgeted for next year
 | * LCW to distribute spreadsheet for board to complete
* Board to individually assess regimes required
* LCW to make provision in budget 2014 for consultation fee
 |
| 519:35 | *MSCP Barrier** LCW gave the board an update regarding the police complaint regarding criminal activity in the MSCP. The board took the view to repair the barrier and LCW confirmed she ordered a new barrier arm and will continue to assess whether new card readers are required & explore other options such as use of digital key pad. LCW informed the board the works were being carried out under a tight budget and reluctant to go to the expense of new card readers and cards. Engineers have stated it is possible to change/programme to the digital key pad. Board agreed to use digital key pad code option.
 | * LCW to facilitate barrier repair and use of key code entry
 |
| 619:45 | *Block D** DG confirmed Three Counties Roofing carries a 15 year guarantee
* Costs approved in principle however concerns over cash flow
 | * LCW to make provision in budget 2014
 |
| 719:55 | *Site Job Descriptions** Board agreed to review job descriptions – WB to take responsibility
 | * WB to review job description
 |
| 819:57 | *AOB** Board agreed to Estate budget 2013 expenditure of £285.00 on grit due to H&S
* Following GHPM request CD explained it was unlikely VH funds held are unlikely to released before Christmas
 | * LCW to purchase grit
* No action required
 |
| 1020.05 | Date for next board meeting set for on Thursday 21st November 2013 at Cranleys Financial Services*Meeting Closed* | * No action required
 |

**Action Log JULY 2013**

| **Ref** | **Description** | **Owner** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| **13072501** | * JP to provide additional commentary associated with Item 6.
 | JPk | Tbc | Open - Cfwd |
| **13072502** | * LCW to review structure and format of board report with LOS.
 | LOS | Tbc | Closed |
| **13072503** | * LCS to revise board report to show additional executive summary.
 | LOS | Tbc | Open - Cfwd |
| **13072504** | * LCS to confirm LOS availability.
 | LCW | Tbc | Closed |
| **13072505** | * JPk to forward original agreement (confirmation e-mail) to LCW.
 | JPk | Tbc | Closed |
| **13072506** | * LCW to validate amount paid matches amount due to confirm no remaining payment due.
 | LCW | Tbc | Closed |
| **13072507** | * LCW progress external clean specification and quote
 | LCW | Tbc | Closed |
| **13072508** | * LCW to arrange payment to VIVD for outstanding £750.
 | LCW | Tbc | Closed |
| **13072509** | * LCW to progress quotes as directed (variable quantity for fit only, supply and fit and supply only).
 | LCW | Tbc | Closed |
| **13072510** | * LCW to contact Fairview homes to understand potential liability under construction guarantee. NHBC
 | LCW | Tbc | Closed |
| **13072511** | * CD to schedule conference call to agree scope of work to be considered as part of initiative.
 | CD | Tbc | Open - Cfwd |
| **13072512** | * LCW to apply credit to account.
 | LCW | Tbc | Closed |
| **13072513** | * LCW to issue as part of AGM pack.
 | LCW | Tbc | Closed |
| **13072514** | * All to pass comments on outstanding JDs to WB.
 | All | Tbc | Open - Cfwd |
| **13072515** | * WB to consolidate and circulate revised version for review ahead of next month’s meeting.
 | WB | Tbc | Open - Cfwd |

**Action Log AUGUST 2013**

| **Ref** | **Description** | **Owner** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| **13081501** | * LOS to action proposed changes to financial reporting for Sept board meeting.
 | LOS | Tbc | Open - Cfwd |
| **13081502** | * LOS to document debt collection policy ahead of next meeting.
 | LOS | Tbc | Open - Cfwd |
| **13081503** | * LOS to progress automated on-line solution for 1/1/14 launch to be included in VHMC budget for FY14.
 | LOS | 1/1/14 | Open - Cfwd |
| **13081504** | * LCW to chase 62 WW
 | LCW | Tbc | Open - Cfwd |
| **13081505** | * LCW to chase 172 WW
 | LCW | Tbc | Closed |
| **13081506** | * LCW to investigate wall damage from bike at Block Z
 | LCW | Tbc | Closed |
| **13081507** | * LCW to raise works order to carry out repairs
 | LCW | Tbc | Closed |
| **13081508** | * LCW to raise works order for replacement pump
 | LCW | Tbc | Closed |
| **13081509** | * WB to sort out interim web solution.
 | WB | Tbc | Closed |
| **13081510** | * LCW to confirm board decision to site team notification of pigeon cull
 | LCW | Tbc | Closed |
| **13081511** | * LCW to investigation to FRA and cost proposal based on minimum legal obligations
 | LCW | Tbc | Closed |
| **13081512** | * LCW to raise works order for lift replacement carpets
 | LCW | Tbc | Closed |
| **13081513** | * LOS to provide policy on communications
 | LOS | Tbc | Open - Cfwd |
| **13081514** | * LOS to supply conveyance procedure
 | LOS | Tbc | Open - Cfwd |
| **13081515** | * LOS to supply text for inclusion
 | LOS | Tbc | Open - Cfwd |
| **13081516** | * LOS to supply written material relating to concerns to the previous board meeting
 | LOS | Tbc | Closed |
| **13081517** | * CD to provide details of signatories of Newbury Bank Account – Confirmed to LOS in August 13
 | CD | Completed.  | Closed |

**Action Log September 2013**

| **Ref** | **Description** | **Owner** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| **13091901** | * BOD to agree Director Conduct
 | BOD | Tbc | Closed |
| **13091902** | * BOD to appointment of Chair & Vice Chair
 | BOD | Tbc | Open |
| **13091903** | * LOS to addendum to August Finance Report
 | LOS | Tbc | Open |
| **13091904** | * LOS to supply document cash flow
 | LOS | Tbc | Open |
| **13091905** | * GHPM to prepare draft budget for 2014
 | GHPM | Tbc | Open |
| **13091906** | * LCW to make provision in budget 2014
 | LCW | Tbc | Open |
| **13091907** | * LCW to explore cheaper options for smaller blocks
 | LCW | Tbc | Open |

**Action Log October 2013**

| **Ref** | **Description** | **Owner** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| **13101701** | * BOD to agree Director Conduct
 | BOD | Tbc | Closed |
| **13101702** | * LOS to add commentary to financial report
 | LOS | Tbc | Open |
| **13101703** | * LOS to document cash flow ASAP
 | LOS | Tbc | Open |
| **13101704** | * GHPM to prepare draft budget for 2014
 | LOS | Tbc | Open |
| **13101705** | * LCW to distribute spreadsheet for board to complete
 | LCW | Tbc | Open |
| **13101706** | * Board to individually assess regimes required
 | LCW | Tbc | Open |
| **13101707** | * LCW to make provision in budget 2014 for consultation fee
 | LCW | Tbc | Open |
| **13101708** | * LCW to facilitate barrier repair and use of key code entry
 | LCW | Tbc | Open |
| **13101709** | * LCW to make provision in budget 2014
 | LCW | Tbc | Open |
| **131017010** | * WB to review job description
 | WB | Tbc | Open |
| **131017011** | * LCW to purchase grit
 | LCW | Tbc | Open |

End

LCW 21.10.13