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|  | **Residential Management Company limited by guarantee with no shares****Co no.:**  **04659245 Registered in England and Wales Registered office:**  c/o GH Property Management Services Ltd. Chiltern CourtSt Peters AvenueCavershamReadingRG4 7DH |

VHMC Directors Meeting

**Meeting Details**

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| **Date** | 19th Jan 2015 | **Time** | 19:00 | **Venue** | AECOM, Basingstoke |

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| **Present** | **In attendance** | **Absent / Apologies** |
| * Martin Edge
* Wayne Buckley
* Simon Hirst
 | * Andrew Copley (Chaneys)
 | * Dave Griffiths
* Matt Garvey
* Jaz Parmar
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**Minutes of Meeting**

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| **Item** | **Description** | **Action** |
| **1****19:00** | *Approval of Board Minutes** The board agreed the minutes of the meeting held on 8th Dec.

Matters arising:* ME confirmed JDH Lighting had completed lighting to specification and that payment for work complete to date had been approved.
* ME confirmed JDH Lighting had provided confirmation for lighting quote for MSCP, undercroft car parks and bin stores.
* WB provided an update detailing options for severance / retirement through ill health for Len. The board agreed Chaneys would progress conversation with Len to understand his long term intent. The board agreed WB would co-ordinate and approve any agreed actions/next steps.
* ME provided an update on behalf of DG wrt Colin Davison receipted expenses and on-going car parking issues. The board agreed to not progress any further discussion wrt unreceipted expenses noting cost of recovery would exceed any amount owed. The board asked Chaneys to review parking allocation and propose corrective action where issues / anomalies are noted.
 | * SH to pass existing car parking documentation onto Chaneys.
* AC to progress
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| **2****19:30** | *Chaneys Action Log** AC confirmed handover had been completed between GH and Chaneys with all anticipated documents being provided to Chaneys as scheduled. AC noted the file structure adopted by GH was inconsistent with Chaneys expectations and that filing of documentation would take longer than previously anticipated.
* AC confirmed documents previously passed to docustore for storage had now been retrieved and loaded onto Chaneys servers. The board agreed copies would be replicated onto Winterthurway.co.uk.
 | * AC to provide docustore documents to WB for upload to website.
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| **3****20:00** | *Operational Update** AC took the board through the operational update noting repairs, maintenance, projects & PPM activities.
* Actions were noted on the Action Report (to be appended to minutes).
 | * AC to provide redacted copy of action report for publication on winterthurway.co.uk (specifically removing reference to specific leaseholder issues).
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| **4****20:20** | *Investment Planning** AC noted that VHMC reserve funds were now available for investment.
* SH proposed that car park & rialto reserves c£200k to long-term savings (12 months); with the balancing item of reserves to be placed on 90day deposit.
 | * AC to progress with SH. Investment planning proposal to be prepared for the next board session.
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| **5** **20:30** | *Jan Member Mail out:** The board discussed and agreed the scope and content of proposed Jan mail out to include:- Payment Reminders; reference to planned Feb Payment Adjustment.
* The board agreed not to include estate rules or the value / demand for water ’12, ’13, ’14 & FY’13 overspend & FY’14 adjustment which would follow in Feb.
* The board agreed AC should work with Gary Parkinson to review proposed estate rules & propose implementation strategy that is fully compliant with current legislation. The board authorised a spend of £500 plus VAT for legal support in this matter.
 | * SH to authorize GP engagement to develop estate rules.
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| **6****20:40** | *Company Secretary** MG updated the board on proposed redesignation of the role of company secretary. MG outlined that the administrative activities of Co Sec role should be passed to Chaneys whilst the role of Co Sec on the VHMC board should be revised to reflect a broader portfolio of professional services & project oversight.
* The board agreed to MG proposal.
* The board agreed to assign Chaneys as company secretary.
 | * MG to document proposal for update on winterthurway.co.uk..
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| **7****20:50** | *Insurance** ME requested that Chaneys investigate alternative insurance proposals. AC noted that claims behavior would need to change to mitigate small scale claims being lodged against the insurer.
 | * AC to investigate alternative insurance options & propose any variants to existing policies as appropriate.
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| **8****20:55.** | *AOB** On the recommendation of SH, the board agreed to withhold any payment to GH for Jan ’15 pending confirmation of account closures & balance transfers.
* AC requested that all directors document improvement proposals & share these with MG for consolidation ahead of the next board meeting.
 | * ME to talk to LoS regarding final invoice for services.
* All to provide MG with thoughts on potential improvement projects.
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