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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 Court  St Peters Avenue  Caversham  Reading  RG4 7DH |

VHMC Directors Meeting

**Meeting Details**

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| **Date** | 21st September 2015 | **Time** | 19:00 | **Venue** | Scott House, Basingstoke |

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

**Minutes of Meeting**

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| **Item** | **Description** | **Action** |
| **1**  **19:00** | ***Approval of Board Minutes***   * The board agreed the finalised minutes of the previous meeting held on 17th August 2015   **Matters arising:**   * From Apr 15 there have been no up to date minutes posted on Winterthur website   ME would like to see how many hits/views etc Winterther website actually has to gauge its popularity   * Statutory Accounts to be printed off for ME to sign to be filed at CH. * Buildings Insurance (higher premium vs lower excess)   AC reported that he hadn’t heard back from Aviva re his queries   * Victory Hill B-B-Q * New meeting venue – Brookvale village hall * VH logo   MG will speak to his contact re design of logo   * Pigeons   AC advised that we are awaiting Vermatec to come to site | * ME to speak to WB and arrange for log in details to be passed to AC * Meeting to be arranged with JR to finalise * AC to continue chasing Aviva * Board agreed to defer to spring ‘16 * SM to circulate directions/postcode etc * MG to action |
| **2**  **19:30** | ***Exterior Cleaning Programme***   * Ed Layton’s external cleaning specification presented to board | * Upon the board’s approval AC will issue S20’s. |
| **3**  **20:00** | ***Chaneys Action Log***   * **Finance Report**   Circulated to Board  **Estate Record Keeping**  AC presented update to board. All inspection records will now be completed digitally on a tablet by JR (SM to reinspect once a week)  All repairs raised will log automatically on teamwork. Reports can be generated.  **Water leak Factsheet**  In progress  AC to produce simplified front cover  **Enforcement**  AC presented spreadsheet of enforcement action taken to date. Going on from this all future action will be logged digitally via the tablet used by JR  **AGM**  AC presented template for AGM agenda  AGM date pushed back (still TBC) due to SH’s workload and not being able to commit to a date to finalise accounts until end of September.  ME highlighted that there would need to be a reappointment of directors that had already served for 24 months or more.  MG highlighted the possible need for more directors so that in the event if 2 or more didn’t show for a board meeting, there would still be good numbers that would have attended.  ME advised article for adoption isn’t required in meeting agenda  **Lease Compliance**  AC demonstrated to the Board that the consent to let form is now accessible via Chaney’s website. AC advised that this could be accessed from the Winterthur website aswell which the board were in favour of.  Chaney fee for processing of consent to let queries was agreed at £25 + VAT  **Finance and Budget meeting**  To progress Accounting and Budgeting: Monday 12th Oct @ 7pm – Apollo Hotel | * AC to arrange * All – date of AGM to be agreed * AC will complete once log in details for Winterthur website are provided by WB * AC/ME/SH |
| **4**  **20:20** | *Operational Update*   * **Arrears Recovery**   Report to be presented to board: AC reported that arrears are falling   * **Cleaning contract**   Board agreed to in-house cleaning service  Living wage amount of £7.85 per hour agreed by the Board  AC advised that once notice is given to the current cleaning contractors, contracts are drawn up and vacancies advertised the process to finalisation would be approx 3 months.  ME said that the vacancies should be advertised and even current JS staff wanting to transfer would need to apply and be interviewed.   * **Line marking of car parking spaces/Parking Management**   Agreed to go ahead   * **SE Water approved water meters**   SM advised that we are still awaiting SE water engineers visit date | * AC to implement   SM to inform PPM and arrange start dates   * SM to chase |
| **5**  **20:30** | ***Teamwork***  Current tasks on Teamwork and progress discussed. |  |
| **6**  **20:40** | ***A.O.B***  none |  |
|  | Next meeting: 19/10/15 @ 19:00 hrs – Brookvale Village Hall |  |
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