



Victory Hill Management Company Limited

Residential Management Company limited by guarantee with
no shares
Co no.: 04659245 Registered in England and Wales
Registered office:
c/o Chaney's Chartered Surveyors
Chaney's Chartered Surveyors
Chiltern House | Marsack Street | Caversham | Reading | RG4
5AP

VHMC Directors Meeting

Meeting Details

Date	Monday 20 th May 2019	Time	19:00	Venue	The Conference Room- Viabes Centre, Basingstoke
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Present	In attendance	Absent / Apologies
<ul style="list-style-type: none"> • Martin Edge • Matt Garvey • Des O'Neill 	<ul style="list-style-type: none"> • Sarah Morrisen (Chaney's) • Andrew Copley (Chaney's) 	<ul style="list-style-type: none"> • Jaz Parmer • Dave Griffiths • Wayne Buckley • Stewart Smart

Minutes of Meeting

Item	Description	Due Date	Action
1 19:00	<ul style="list-style-type: none"> • Apologies for absence • Minutes of previous board meeting (April 2019) – agreed 		
2 19:10	<p><u>Repairs (of note)</u></p> <ul style="list-style-type: none"> • Broken down pipe – Birch – scheduled in, requires cherry picker 		
3. 19:20	<p><u>Maintenance (of note)</u></p> <ul style="list-style-type: none"> • MSCP external cameras have now been fitted 		

	<p>AC – possible s20 works, consult after larger blocks are completed</p> <p>MG – requested that minutes detail budget of £50,000 for refurbishment of 5 larger lobbies (exc internal furniture which has a budget set of £3000 per lobby)</p> <p>D’ON – we need to agree what furniture we want in the lobbies</p> <p>ME – remove heaters and do not replace</p> <p>Internal decorations, agreed:</p> <p>Mirrors – replicate existing mirrors in Holly</p> <p>Sofas (that are too big to fit in a lift)</p> <p>Artificial plants</p> <p>Side table</p> <p>Picture/wall art</p> <p>Chandelier</p> <p>MG – Approach QMC for local art</p> <p>MG – Air fresheners in lobbies</p> <p>Commencement of works to lobbies – proposed</p> <p>ME</p> <p>Seconded - MG</p> <ul style="list-style-type: none"> ○ Facebook Page progressing well, increasing members MG – promote good work and issues as they occur e.g. vandalism ○ Articles of Association – ME progressing, advise sought from THP Solicitors re prescribed number of votes per member vs vote per property owned ○ Children’s Play Area – discussion deferred to the upcoming Leaseholders Update Meeting due to various objections to the play area being raised by various Leaseholders. ○ Insurance excess and early leak detection- talks are still ongoing with the Insurers and Broker (AJG) ○ Onsite Staff – Discussion, progress to date: ME – extended thanks to D’ON for raising the issue regarding the onsite staffing position D’ON – Staff should have a risk/method statement for each job that they do onsite ME – Do we continue to keep staff under the employment of VHMC. Do we feel confident that VHMC/Chaney’s can meet compliance, training of staff etc. ME asked AC – are we able to move this forward, AC response – yes ME – re proposal by D’ON to take over the staffing contract: Currently gross cost of £50,000 D’ON – cost of holiday cover not currently accounted for in the £50,000 costing 		<p>SM</p> <p>SM</p> <p>ME</p> <p>SM</p> <p>SM</p> <p>ME/SM</p>
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	<p>ME – allow 10% for this (£5000) so total cost of £55,000) D’ON proposal of £92,000 so in effect cost to contract out services will be £40,000+ per year (IRO £104 per leaseholder extra per year). ME – we must be mindful of keeping costs to Leaseholders to a minimum AC – by keeping in house it will save money D’ON – this doesn’t change my standpoint that there needs to be a change ME – if D’ON were to tender for the contract, the conflict would need to be managed AC – D’ON would need to step down as Director if he were successful ME – Thanked D’ON for his contract submission, however the cost could not be justified at present D’ON – site staff could be contracted out to Chaneys AC – this is not a viable option D’ON – staff are doing their job but not giving value for money ME – Value for money not high, risk of direct employment by VHMC is high especially as Directors do not have capacity for direct line management of staff.</p> <p><u>Agreed</u></p> <ul style="list-style-type: none"> ▪ Define what we need regarding the onsite staff and their subsequent management ▪ Actual costs ▪ Tender to selected companies ▪ ME to draw up a tender document (D’ON happy to assist) ▪ SM to provide job descriptions and cleaning schedules to ME ▪ Draft tender document to be provided by 13/06/19 		
<p>7. 20:50</p> <p>8. 20:55</p>	<p><u>Management Company</u></p> <ul style="list-style-type: none"> • Budget to date – previously circulated and agreed. <p><u>A.O.B</u></p> <ul style="list-style-type: none"> • D’ON – SM to work 4 days at the Basingstoke site office, other Directors in agreement, AC to discuss with SM • Next Board meeting after the Leaseholders Update Meeting • Agenda for LUM: Securing the undercrofts Pigeon proofing Children’s play area Hyperoptic Estate office 		

	<p>Next meeting – Monday 15th July 2019, 7pm</p> <p>Meeting ended at 21:10 hrs.</p>		
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