# R. Mead Phase 1 (Swindon) Management Company Limited

Minutes of directors' meeting held electronically via Zoom on 25th October 2023

**In Attendance:**

**Directors:**
D Evans
A Drinkwater
M Bentley
J Evans

**Block Management Ltd:**
J Morris
T Dellow

1. **Welcome and Apologies**

   There were no apologies.

   M Bentley and J Evans were both welcomed to the meeting following their recent appointment as company directors.

2. **Debtors**

   As of 25th October 2023, there are 6 debtors ranging between £143 to £424 totalling £1,426.75 in outstanding service charges. It was agreed that another notice would be issued to those debtors. Given that there are still over 2 months left until the financial year end, the meeting agreed that this figure was a substantial improvement from previous years.

3. **Maintenance**

   a) **Re-Planting**

   It was agreed that D Evans would source plants for areas where foliage had died off. It was agreed to place suitable plants in the floor grills outside Peony House where the large trees had previously been removed.

   b) **Lock Boxes and Cigarette Bins**

   It was agreed to remove the cigarette bins from the apartment walls to discourage smoking, the state of discarded cigarette ends would be reviewed thereafter.

   Some properties have installed key lockboxes on the exterior walls. It was agreed to notify all members that these would be removed and disposed of to ensure security to the buildings.

   c) **Steel Doors and Paxton System**

   It was agreed to continue with the installation of steel doors and that 3 doors would be installed in 2024 with the remaining 3 in 2025. The Paxton system was extended to the bin store under the vehicle arch during the year and it was agreed to further extend the system to the other two bin stores and to the bike stores to improve security. This is also intended to ensure that residents can access the facilities thus reducing waste being disposed of outside the stores.

   d) **Carpeting**

   It was agreed to obtain a quotation for carpeting the ground floor of block 25-40 as the carpeting is becoming worn quicker given that it serves more properties that the other blocks.

**e) Lighting Replacement**

The majority of the lighting in the block are old 2D style units and would benefit from replacement with modern combined LED sensor emergency lights. A run-down test is due to be undertaken and it was agreed to replace a bank where lights had failed with the new units.

**f) Cladding**

An EWS1 form obtained by a previous managing agent advised that the wooden cladding on the block is Western Red Cedar rated to BSEN13501-1 Class B – s2 (very limited contribution to fire). Despite this low rating, the report advised that the cladding could be treated with a fire-retardant coating.

A quotation had been obtained for this work and was received in excess of £40,000. Given that the cladding has a very limited contribution to fire, the directors agreed that the cost of the work is not justified.

It was agreed to obtain a quotation for staining the cladding and a separate quotation for using intumescent paint.

4. **Accounts**

A copy of the income and expenditure and balance sheet were presented to the meeting. J Morris provided an explanation of the current expenditure compared to budget.

The budget for 2024 was reviewed, it was agreed to postpone redecoration in 2024 to release some funds for the fob entry system to be extended to improve security to the remaining bin stores and the bike stores.

In accordance with the lease, the company is putting aside 15% of the service charge income to the Freehold fund such that a more substantial reserve is held before the next rent review in 2034.

It was agreed to split the interest received from deposit accounts to both the general reserve and the Freehold fund.

The budget for 2024 was agreed with service charges to be issued around November 2023.

5. **AOB**

**a) Director Signatories**

It was agreed to add M Bentley to the Aldermore deposit account and J Evans to the Metro current account.

**b) Car Park Repainting**

The car parking spaces were previously repainting to the correct apartment numbers, it was agreed to repaint the numbers with a more hardwearing paint to improve visibility.

**c) Convenience Store Planning Permission**

J Evans advised that he had responded in a personal capacity to a planning application to turn the nearby convenience store into a takeaway with long opening hours.

The directors agreed that J Evans would draft a letter of objection to be sent on behalf of the company as it is felt this would best represent the interest of all property owners.

There being no further business the meeting closed at 19:43pm.