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## Team Meeting

### ACTIONS

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**DATE AND TIME:** Wednesday 26<sup>th</sup> August 2015, 19:00 – 20:30

**LOCATION:** Cricketers

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<b>Attendees</b>		<b>Apologies</b>
Clinton Hunt	CH	Tony Rich - TR
Daniele Hammond	DH	
Debbie Bush	DB	
Jean Clavey	JC	<b><i>Not present but mentioned</i></b>
		David Rankin – DR
		Ron Newly – RN

#### Agenda

#### **1. Inviting RN to future meetings**

It was suggested by DH that RN be invited to future meetings. This would allow him to comment on issues affecting areas that he is involved in and also allow the team to question him on the issue of additional expenses passed. This was agreed by all.

**Action:** CH to invite RN to all future team meetings.

#### **2. Roof inspection**

It was noted that TR was not present at this team meeting. TR was best placed to comment on the latest with the roof.

CH agreed to discuss with RN an inspection of the roof to be carried out before the onset of autumn.

**Action:** CH to discuss with RN an inspection of the roof and make good any repairs required.

**Update:** CH discussed with RN who agreed to action.

#### **3. Repair of roof**

The repair of the roof in the medium and long term was discussed with a view to approach a number of companies requesting a quote for both a two and ten year guarantee in the event the roof development did not proceed.

**Action:** All to make enquiries and report at the next meeting.

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#### 4. Issues with Harwood Hutton

A number of issues had been cited with the use of the current accountant Harwood Hutton. These included, but were not limited to:

- Lack of availability of staff members. It was noted that many appeared to be working on a part-time basis with the result being that rarely was the same person available to see an issue through to conclusion (DB)
- Share certificates being made out in the wrong name CH – F25)
- AGM Letters were not sent to owners, the result being that the meeting had to be postponed.

**Action:** DB to supply more examples. These will be compiled and presented to DR with a view of having a review period during which HC would expect to see a marked improvement in the service.

#### 5. Gates

It was noted that the gates had been recently repaired. CH commented that the breakdown of the gates appeared to be a regular occurrence. CH also stated that a third party had suggested that the gates fitted appeared to be of the type installed on a household property as opposed to a property where the doors were opened and closed on a regular basis. This could be a reason by the gates were breaking so frequently.

DB also stated that the recent damage to the gate was likely to have been intentional.

**Action:** It was agreed by all that should the gate be seen to be broken it would be reported as soon as possible and an inspection of the CCTV.

#### 6. Dogs

It was agreed that the dog had been removed from the property in question and no further noises had been heard.

**Action:** All to bring to the attention of the team should the issue reoccur.

#### 7. Rentokil

DB explained that Rentokil had been paid for the next quarter. It was also confirmed that the boxes now belonged to HC. CH suggested speaking to RN to see if he could file the boxes with rat poison going forward. It was agreed this would be discussed with RN at the next team meeting.

**Action:** All to discuss with RN at the next team meeting.