

Highland Court team meeting minutes and action points

Date: 12th June 2019

Time: 19:30 – 21:00

Location: Cricketers

Attendees: Jean Clavey, Tony Rich, Clinton Hunt, Daniele Hammond.

Items closed off since last meeting

Item	Description and owner(s)
1	Internet speed for CCTV. Upgraded - CH
2	Progress of works outlined to owners/Contract signed. CH
3	Management of Accounts sign off. CH & DH
4	Purchase of cigarette signs and boxes and installation. CH & TR
5	Viridian Energy Solutions quote received. This is the third quote for wall insulation. CH
6	Roof & walls works – insurance received. Works to commence 1 st June. CH
7	EDF address change for statements. Updated to HH. CH
8	
9	
10	

Current agenda

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1 (H)	01/05/2018	Japanese Knotweed	Complaint letter written to Redbridge Council after which a site visit was arranged on the 30 th May. Stalling Phase Two.	Formal response from Redbridge Council regarding ownership of issue.	DH	TBC
2 (H)	27/03/2019	CCTV training	Team to undertake training by Basson. CH to coordinate.	All team members to receive training. All to confirm availability.	CH	TBC
3 (H)	27/03/2019	Upgrade of pedestrian and vehicle gates	Due to risk of directors' liability. TR to investigate impact on intercom	Initial discussions to be held with Betasecurity.	TR	TBC
4 (M)	10/09/2018	Legal move against Jason Grant F3	Thomas Higgins Ltd were unable to achieve contact. Keith Jones Partnership appointed as new solicitor on case.	Update from KJP as to the latest progression.	DH/JC	
5 (M)	15/01/2018	Exterior Lighting	Three of the four street lights at the rear of the site are now out along with two floodlights.	At least one quote to be received for the works.	DH	
6 (M)	27/03/2019	Provisional AGM Date	Suggested late summer after roof/wall works are complete	All have confirmed availability	All	TBC
7 (M)	20/02/2019	Website updates	Pending following updates: <ol style="list-style-type: none"> 1. Subfolders to be set up and relevant documents added: Team meeting minutes, 2. Facebook link added 3. Condensation (incl contact for fitting vent). 4. Landlord obligations 	All of the required updates	DH	

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
8 (L)	28/03/2019	Interest paying bank account	New interest paying bank account to be investigated.	Viable bank accounts to be discussed	DH/JC	
Pushed out to a later date						
10 (L)	16/01/2019	Car parking company	Car parking company to be considered. Agreed for this to be resumed after roof/wall works.	NA	TR	Pushed out until after roof/wall works
11 (L)	20/03/2019	Bin shed sensors	Quote received from GI Electrical at £350	NA. To be pushed out until lights fail	CH	Pushed out
12 (L)	29/11/2018	Meeting with roof development company	Pushed out towards AGM	NA	CH	Pushed out towards AGM
13 (L)	27/03/2019	Store room sort out	Items to be marked up and anything not disposed of	NA. To be initiated at AGM.	CH	Pushed out to AGM
14 (L)	27/03/2019	Potential charitable event at HC	Potential for BBQ or similar	To be included in presentation.	CH/TR	AGM

Next Planned Meeting – June 2019