

**Highland Court team meeting minutes and action points**

**Date:** 30<sup>th</sup> October 2019

**Time:** 20:00 – 21:00

**Location:** Cricketers

**Attendees:** Jean Clavey, Clinton Hunt, Daniele Hammond. Non-Attendee: Tony Rich

**Items closed off since last meeting**

Item	Description and owner(s)
1	<b>Bin shed sensors</b> – Lights will be replaced with sensors when the existing lights fail.
2	<b>Interest paying bank account</b> – £10,000 transferred and ringfenced from projects - JC/CH
3	<b>CCTV Training</b> – Undertaken by JC/CH.
4	<b>Website updates</b> – Team minutes, landlord obligations, ventilation and recent letters added - DH
5	<b>AGM</b> – Date set for the 6 <sup>th</sup> November. Room at Churchfields School booked – JC/DH/CH
6	<b>Water butts</b> – Installed. TR

**Current agenda**

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
1 (H)	27/03/2019	<b>CCTV training</b>	JC and CH have undertaken training at Basson. CH distributed playback userguide.	Apps to be added	DH/TR	TBC
2 (H)	27/03/2019	<b>Upgrade of pedestrian and vehicle gates</b>	Due to risk of directors' liability and reliability of current gates.	Initial discussions to be held with Betasecurity.	TR	TBC
3 (H)	16/01/2019	<b>Car parking company</b>	Car parking company to be considered. Details to be outlined at AGM. Questions raised to then be put to CPM.	List of questions prepared in readiness for AGM.	TR	TBC

Action (priority)	Date opened	Description	Status	Target for next meeting	Owner	Target Date for completion
4 (M)	15/01/2018	<b>Exterior Lighting</b>	All street lights and two floodlights are out Short & Sons advised they can check.	Short & Sons to deliver quote.	CH	TBC
5 (L)	27/03/2019	<b>Store room sort out</b>	Items to be marked up and anything not will be disposed of. Bikes only. Letters out and notices up.	Owners will be reminded at the AGM.	CH	After 15 <sup>th</sup> November
6 (L)	24/10/2019	<b>Electric Vehicle Charging Stations</b>	To be discussed at the AGM.		JC	NA
<b>Pushed out to a later date</b>						
7 (L)	29/11/2018	<b>Meeting with roof development company</b>	Pushed out towards AGM	NA	CH	Pushed out towards AGM
8 (L)	27/03/2019	<b>Potential charitable event at HC</b>	Potential for BBQ or similar	To be included in the 2020 AGM (around April/May)	CH/TR	Next year
<b>Next Planned Meeting – 6<sup>th</sup> November 2019 (AGM)</b>						