

Minutes of Hughenden Court (Hastings) RTM Co Ltd held at 2pm on 30 November 2019 St Mark's Church Hall

RTM company members present

Steven Collinson, Tim Miller, Fern Kardamash, Rick Allen, Katja Seaton, Howard Seaton, Tony Oak, Barry Foster, Pete Holloway and Mark Prentice.

1. Welcome and introduction

Steve Collinson (Company Secretary) welcomed all members to the meeting and members introduced themselves in turn.

2. Apologies for absence

Received from the following RTM company members – Rod Stapley and David Bean

3. Minutes of last meeting held 18 May 2019

These were agreed as a correct record.

4. Matter arising

Matters arising were incorporated into the RTM annual report circulated to all members prior to the meeting. As regards the cavity wall insulation we subsequently found out that the cost for installation for non-qualifying flats is £499 + 5% VAT.

5. Election of directors and company secretary

The 5 existing directors were all re-elected and Steven Collinson was reappointed as Company Secretary. Tim Miller was also considering becoming a director.

6. RTM accounts 2018/19

The accounts were approved by the meeting.

7. RTM budget 2019/20

The budget for the forthcoming year was agreed.

8. RTM sinking fund

The proposal initially agreed in May 2019 was approved. From 1 October 2020 each flat will pay an additional £10 per month as a contribution to the sinking fund, which has now been set up and that at the end of each financial year any unspent maintenance funds will also be transferred.

## 9. Priorities for work going forward

- We have contacted a firm (Edge Rope Access Ltd) who carry out external repairs by abseiling. We have requested they address some of the worst areas of pointing on the south facing elevation. The cost for 2 operatives for a day is £700 plus materials.
- We are addressing some of the most urgent items identified as part of the schedule of condition survey conducted by Tim Cook - a full copy of the report can now be found on the RTM website at <https://www.hughendencourthastingsrtmcoltd.co.uk/other-reports>
- Further upgrades to the lighting will take place replacing existing lights with LEDs.
- A programme of redecorating the communal areas will commence during the year - a proposal from Katja Seaton was agreed to carry out the work at a cost of £15 per hour plus materials. Details of colour schemes were also agreed.
- Plans to replace carpets have been put on hold due to issues of removing existing carpets and the problems of asbestos content in the 'Marley' tiles underneath.

As there was no further business the meeting closed at 3.30pm.