

|                    |                                                                                                                                                                       |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject:           | <b>RIDGWAY: RMC Committee Meeting Agenda</b>                                                                                                                          |
| Date / Venue:      | <b>Tuesday 16 April 2024, 7.00pm, Flat 17</b>                                                                                                                         |
| Committee Members: | <b>Attendees:</b> John Simister, Tracey Fletcher, Peter Rowell, Rob Lilley, Neil Datta, Edward Fitzpatrick<br><b>Apologies:</b> Jonathan Campbell-James, David Robson |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>1</b> | <b>LAST MINUTES</b><br>These had been previously agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All                                                    |
| <b>2</b> | <b>CASH AND BANK MATTERS</b><br>Treasurer's report: £145.00 in bank.<br><br>Peter has created a spreadsheet showing existing and projected expenditure. This will be circulated when complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TF<br><br>PR                                           |
| <b>3</b> | <b>ACTIONS OUTSTANDING FROM LAST MINUTES</b><br>1) Concern over quality re cleaning PVC frames etc. The PVC frames are getting very dirty now. John to speak to current window cleaning company regarding cleaning of PVC frames and spandrel panels. Peter to obtain two estimates for cleaning using abseilers.<br>2) Oil stain on communal carpets. John to ask block cleaners to rectify. (C/F)<br>3) Emergency action plan to be displayed by the main entrance plus consider larger fire exit signs (new regulations). Key for garden door (off ground floor corridor) to be installed by garden door. (C/F)<br>4) Meter rooms: Electrical meters are required to be tested annually. Next testing, late 2024.<br>5) Clear combustible materials from meter rooms.<br>6) Next Fire Risk Assessment due September 2024                                                                                                                                                                    | JS/PR<br>JS<br><br>PR<br>PR<br>JS<br>PR for monitoring |
| <b>4</b> | <b>MAINTENANCE – FROM MAINTENANCE REPORT 9/4/24</b><br>1) Bin room: To be cleared and rubbish taken to dump by our gardening company.<br>2) Roof: 2024 annual inspection. Peter to arrange.<br>3) Fallen tree: The committee thanked Ed for all his good work the previous day in managing the fallen tree incident. (One of Ridgway's trees, in the front garden, had blown over and had fallen on a van, causing considerable damage, and writing the van off). Luckily no injuries. Rob has informed the block insurance company.<br><br>Ed to contact the tree company to obtain advice and estimates re checking of remaining trees, grinding out of tree stump, possible conservation issues, possible replacement etc. Ed to liaise with the Council as appropriate. Ed to inform Rob of any estimates, who will then pass to the block insurance company.<br><br>It was noted that there is damage to the bricks/kerb around and near the tree stump. Rob to notify insurance company. | EF<br>PR<br><br>EF/RL<br>RL                            |
| <b>5</b> | <b>FUTURE MAJOR WORKS</b><br>David had raised, at a previous meeting, the idea of a plan of improvement work, for say, the next five years. This was not discussed. (C/F)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Info                                                   |

