

Subject:	RIDGWAY: RMC Committee Meeting Agenda
Date / Venue:	Tuesday 9 January 2024, 7.30pm, Flat 11
Committee Members	Attendees: John Simister, Tracey Fletcher, Peter Rowell, David Robson Apologies: Edward Fitzpatrick, Jonathan Campbell-James

1	LAST MINUTES These had been previously agreed	All
2	CASH AND BANK MATTERS Treasurer's report: £7,697.00 in bank. No large invoices outstanding and no arrears. All flats are up to date with service charges. David asked Tracey for an outline budget for 2024 to assess whether the service charge would be sufficient or not.	TF TF
3	GENERAL Peter went through the maintenance report. Block 1) Concern over quality re cleaning PVC frames etc. John to speak to window cleaning company regarding cleaning of frames and spandrel panels. Next cleaning date ideally March 2024. (JS) 2) Electric car points, ongoing. Could Council install power on nearby lamp post? John to contact the council. Concerns raised by Edward over possible electrical fires if power points installed in the garage. This would be dangerous as block directly above. (JS) 3) Preventative maintenance on doors and windows annually. John to ask Kevin. If there are any issues that Kevin cannot deal with, pass them over to window company. (JS) 4) Flat 5: waterproofing under patio floor has come away. Waiting for contractor. (PR) 5) Oil stain on communal carpets. John to ask block cleaners to rectify. (JS) 6) Lift: Landing door shoes to be replaced. Peter was clear that we get good value for money from the lift engineers, and we should stay with them. (PR) 7) 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. (PR) 8) Next Fire Risk Assessment, September 2024. (PR) 9) Meter rooms: Electrical meters to be tested annually Electrical meters are required to be tested annually – two meters have test stickers dated Oct 2021. (JS) 10) Meter rooms to be kept clear as much as possible. Responsibilities for to keep clear and tidy assigned: a) Ground floor: Rob /Upper floor: Next to flat 13 & 18 John, next to flat 21 Jonathan b) Fire stopping of holes through walls (PR) c) Clear combustible materials from remaining meter rooms (JS) d) Fire extinguishers to be tested (JS) 11) Garden & Garage Front of block: Jonathan to plant shrub where hole exists, ETA Spring	
4	Committee Membership Neil Datta, owner of flat 6, has expressed interest in joining the committee. Neil attended the last RMC meeting as an observer. Edward and Rob and David are happy to put Neil forward at next AGM agenda.	
5	Monthly Service Charge Discussion of whether an increase in service charge over the current £5 per month each per year (2.7%) is sufficient. Agreed that the increase for next year should be reviewed.	

6	Decision Making/Directorships Discussion on how decisions should be made for large projects, such as window replacements. Historically this has been by a one shareholder/one vote/simple majority at an AGM, however the RMC Memorandum and Articles states: ‘The quorum necessary for the transaction of the business of the Directors may be fixed by the directors, and until so fixed, shall be two. When one Director only is in the office he shall have and may exercise all the powers and authorities in and over the affairs of the company as by the regulations of the Company are conferred on the Board of Directors’. Rob raised a potential issue that if any legal issues occur, e.g. from any flat owner or outside supplier, it is only directors that will be open to legal action. Further discussion required. The current directors are: Martin Budden (19); Kathy Cruddas (15); Roger Fleming Gale (13); Rob Lilley (7); David Robson (11); Christopher Root (3); Peter Rowell (16); John Simister (17); Michael Sparks (12). It was felt that RMC should remind all directors of their responsibilities and should also try and increase the number of directors, so to increase participation/ responsibility within the block. Any flat owner (1 x shareholder) can be a director, unless disqualified from becoming a director, ie through bankruptcy, criminal record etc. The intention is to write to all owners who are not directors to consider becoming directors. However, what reasons can we give that this will be beneficial to them, as they are effectively taking on a risk? Further discussion required. Currently when somebody purchases a flat in Ridgway, they do not have to become a director. Should this change? Are we able to insist that they become a director? Further discussion required. Jonathan raised, by email, concerns re the committee might not be able to make decisions on it its own and we should have a clear system laid out.	C/F
7	Future Major Works David raised the idea of a plan of improvement work, for say, the next five years. Further discussion required.	

The meeting was adjourned at 8.55pm

Next Meetings: Tuesday April 9; Tuesday 9 July; Tuesday 8 October

AGM: Awaiting construction work at The Roebuck to be completed.