

Subject:	RIDGWAY: RMC Committee Meeting Agenda
Date / Venue:	Tuesday 9 July 2024, 7.30pm, Flat 17
Committee Members:	Attendees: John Simister, Tracey Fletcher, Peter Rowell, Rob Lilley, Jonathan Campbell-James, David Robson Neil Datta, Apologies: Edward Fitzpatrick

1	LAST MINUTES These had been previously agreed	All
2	CASH AND BANK MATTERS Treasurer's report: £6,304 in bank. Flat 4 has some outstanding payments. At least one flat (Flat 19) is still paying at £180, instead of £200 per month. A discussion took place on Tracey's 'Management Accounts as of June 2024' spreadsheet. This was well received and should now allow RMC to have a better view/control over the finances. E.g. setting the appropriate monthly maintenance amount. Tracey was asked to estimate (in conjunction with Peter) in the monthly maintenance amount, so as to achieve a balance of around £10,000 by year end 2024 and approximately £50,000 in five years.	TF TF Info TF
3	MAINTENANCE 1) Peter has carried out the annual roof inspection, no issues found. 2) Rubbish in ladder room to be removed 3) Next Fire Risk Assessment due September 2024 4) Meter rooms: Electrical meters are required to be tested annually. Next testing, late 2024. 5) 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) 6) Consolidate and reduce RMC cabinets in meter rooms, and approach #10 owner to reduce his combustible materials in meter room.	Info JS PR PR PR JS
	GARDENING 1) Jonathan is happy to take on completion of the tree remediation work as requested by Edward and will review what next steps are needed and the priority of work. 2) Jonathan's primary concern is the magnolia tree on the southern boundary, which was not covered by the tree inspector's report: it poses the greatest risk of damage (and cost) should it collapse, as it would fall almost entirely into the two neighboring properties. Jonathan to speak to tree surgeon at next pollarding. 3) The replacement of the outside door and adjoining fence at the southeast entry to the garden postponed until the financial situation improves. 4) A compost bin in the southeast corner of the garden is now operational. 5) The bamboo against the lift tower wall on the approach to the front door has probably died; it will be removed in the autumn once its death has been confirmed.	JCJ JCJ Info Info JCJ

4	GARDENING (Cont.)	
	6) Fox damage has lessened following the departure of several foxes. 7) Do not ask our gardeners to remove rubbish. It's not their job.	Info Info
5	GARAGE Edward had previously communicated that there are no matters to report	Info
6	ACTIONS OUTSTANDING FROM LAST MINUTES	
	1) Oil stain on communal carpets. John to ask block cleaners to rectify. (C/F) 2) John had raised at the AGM the suggestion of a 'two-level' maintenance role and is actioned to produce a discussion document by next meeting. (C/F)	JS JS
7	FUTURE MAJOR WORKS 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
8	DIRECTORS The intention is to write to all directors informing them of their responsibilities and potential risks and to non-directors to see if they have an interest in becoming a director. David to circulate a draft version of 'Duties of a director' to the committee for approval.	DR
9	AOB	
	1. David raised the issue of developing a fire strategy for Ridgway. The next fire risk assessment is in September 2024 at which the inspector will be asked if a fire strategy is required.	JS
	2. Visitor's parking: There are two cars permanently parked in the two bays adjacent to the garage: The committee discussed regularising this situation and deferred any decision until the next meeting. It was suggested that all bays (apart from the bay tradesmen's bay) should be clearly marked as visitor bays to avoid any confusion and help with 'policing'.	JCJ/JS
	3. John to distribute parking 'signs/tokens' that can be displayed in visitors' car	Info
	4. EV charge points. Letter received from 'Parklive' re possibility of a grant. Neil to investigate.	ND
	5. The Ridgway Resident's handbook has been updated. John to distribute to committee members for approval.	JS

The meeting was adjourned at 9.05pm
Next Meeting: Tuesday 8 October