

Church Street (Maidstone) Management Company



AGENDA

Directors' Meeting, 7pm, Monday 16th May 2016

Venue: Westchester, Lower Road, West Farleigh, ME15 0PF

1. Welcome and Apologies
2. Approval of previous Minutes, 21st March 2016
3. Financial Statement – current account balance. Income/expenditure to date
4. South East Water & Southern Water. Final bills/ total costs. Cancellation of Goring Place bill (SW).
5. Service Charge Applications – debtors
6. Service Charge Invoices for 1st July – 31st December 2016 period
7. Higgins / Countrywide. Refund request via MHA. Freehold negotiation & Commercial Mortgage
8. Website - Legals Information & Debt Recovery Protocol
9. 7-12 Dudley House & 1-6 Dudley House. Antisocial behaviour – Trinity Foyer clients
10. Additional Parking Spaces. Planning Application Process. Creation of further parking spaces.
11. Parking Policy. (*Permit reissue – printing, distribution of permits, on and offline communication*)
12. Director Holidays – Planned & Unplanned Leave. Job Cover.
13. Site Issues. *See Appendix*
14. Date and venue of next meeting
15. AOB and Close

Church Street (Maidstone) Management Company Limited
Victoria Court, 17-21 Ashford Road, Maidstone, ME14 5FA

Telephone: 01622 61 61 81

Website: www.theoldhospitalmaidstone.co.uk

Email: office@theoldhospitalmaidstone.co.uk

Company Number: 06545435

Appendix – Site Issues

COMPLETED JOBS SINCE LAST MEETING:

- Painting and decorating of 7 -12 Dudley House (including store room)
- Tree Cutting – Hales Court Garden and Brockman Place – side
- Front electric gate – maintenance work complete
- Returfing outside Hewson Court
- Electrical: Hales Court bin store – electric light installed
- Electrical: Union Street pedestrian gate – faulty light repaired
- Goring Place bin store – CCTV fitted
- Fairfax bin store – stock bolt fitted (for Biffa bin men easier access and lock up)
- Rubbish Protocols displayed for residents – Posters on block doors (including bulky item removals costs – *service charge uplift*)

ONGOING/ TO DO:

Fairfax Basement – damp issues NHBC / Higgins

BodyLink 36 Union Street – rubbish and downpipe issues (MBC Environmental Health)

Hales Court Garden – check on condition of garden and trees

Electricals: Smoke vents switches. Other?

Goring Place bin store – lock to gates (access to Home Group / meters?)

Mainy House bin store – removal of 2 broken commercial bins & securing ladder to wall

Brockman Bin Store Usage – laminate poster

Painting & Decorating of Goring Place

All blocks: Stop cock labelling (plot v flat number)

UK Power Networks – generator. Whose electricity supply does this serve?

Other site issues

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