

# Church Street (Maidstone) Management Company



## AGENDA

**Directors' Meeting, 7pm, Monday 21<sup>st</sup> March 2016**  
**Venue: 4 Brockman Place, Maidstone**

1. Welcome and Apologies
2. Approval of previous Minutes, 25<sup>th</sup> January 2016
3. Financial Statement – current account balance. Income/expenditure to date
4. South East Water & Southern Water. Closing bills and monthly direct debits
5. Service Charge Applications - debtors
6. Higgins / Countrywide. Refund request via MHA. Freehold negotiation
7. Legals Pack – (including nominal fees, eg copy invoice requests)
8. Kate Holland report (in absentia)
9. Parking Spaces. P Newman quotation. Advertising/rules/bidding. Rental of existing resident spaces
10. Parking Policy. (*grace period, residents' contractors, carer parking, permit reissue, annual review*)
11. Appointment of Electrician. (Charlie McCarthy or Dan Abraham)
12. Site Issues. *See Appendix*
13. Date and venue of next meeting (Style & Winch Pub – private room. Mon 9<sup>th</sup> & Mon 23<sup>rd</sup> May held)
14. AOB and Close

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## **Appendix – Site Issues**

*(see also Kate Holland report)*

Faulty balcony leaks. Higgins repairs / independent surveyor / general audit?

Fairfax Basement – damp issues NHBC / Higgins

Ragstone Posts – Nolan's Statue

Union Street pedestrian gate. Lock issues with No 1 key. Replace mechanism?

Electrical: Hales Court bin store – electric light to be installed (priority)

Electrical: Union Street pedestrian gate – light not working (priority). Other Electricals: eg smoke vents

Fairfax bin store – improved security measures

Goring Place bin store – improved security measures

Front electric gate – servicing and maintenance

Rubbish Protocols for residents – Posters (including bulky item removals costs)

Body Link – Sam Nugent. Rubbish and downpipe – waste water. (Environmental Health)

Painting & Decorating 2016: 7 -12 Dudley House (including store room). Goring Place

Tree Cutting – Hales Court Garden and Brockman Place – side.

Stop cock labelling (plot v flat number)

Secure bicycle rack?

Other site issues