

# Church Street (Maidstone) Management Company



## AGENDA

**Directors' Meeting, Thursday 16<sup>th</sup> February 2017, 7pm to 9pm  
Maidstone Salvation Army, 74-80 Union Street, Maidstone, ME14 1ED**

1. Welcome & Apologies
2. Approval of previous Minutes, 3<sup>rd</sup> November 2016
3. New Directors Appointed January 2017
  - a. Companies House. Director Registration - David Berry & Jonathan Castle
4. Financial Statement:
  - a. Current account balance. Income/expenditure to date
  - b. Service Charge debtors for 1<sup>st</sup> January to 30<sup>th</sup> June 2017
5. Finance – Bank Account:
  - a. NatWest Online Banking – Director Access
  - b. NatWest reserve account (0.01% interest only – direct access)
6. Finance Remit:
  - a. Handover Pete Stock to Jonathan Castle
  - b. Purchase Order System / Allocating Cost Centres
  - c. Other finance changes or improvements
  - d. Appointment of new accountant / change of registered address
7. Electricity Tariff E-On. Current tariffs end 17<sup>th</sup> February 2017. Thereafter variable rate
8. Buildings Insurance Premium – Land Commercial Surveyors / Bluefin (renewal mid October 2017) & Previous Claims
9. Freehold Purchase
10. Antisocial Behaviour
11. Operations Remit
  - a. Operations Role – Handover Paul Peacock to David Berry
  - b. Operational input from other Directors
  - c. Working effectively with suppliers, eg Paul Newman Contractors, Electrician

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## 12. Operations – Main Site Issues/ 2017 Programmes:

- a. Fairfax Basement Remedials
- b. Water leaks from NIBE boiler valves
- c. Block Redecoration 2017
- d. Fire Extinguisher Programme 2017
- e. Water pump – alternative maintenance suppliers
- f. Lime tree cutting & ivy removal in Trinity Gardens to rear of Brockman Place - MBC
- g. Other

## 13. Director's Roles & Responsibilities. Sharing of workload & work shadowing

## 14. Director's Handbook:

- a. Confidentiality
- b. Inputting to Version 1. (Information still needed, eg. Conveyancing, Suppliers, Water Pump, Tree Surgeon, Accountant)

## 15. Improving Internal & External Communications

## 16. Date and venue of next Director meeting

## 17. AOB & Close

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