

Church Street (Maidstone) Management Company



AGENDA

Directors' Meeting, Thursday 3rd November 2016, 7pm to 9.30pm
Maidstone Salvation Army, 74-80 Union Street, Maidstone, ME14 1ED

1. Welcome and Apologies.
2. Approval of previous Minutes, 6th September 2016.
3. Financial Statement. Current account balance. Reserve account balance.
4. Service Charge debtors for 1st July – 31st December 2016 period.
5. 2017 budget and appointment of new Accountant.
6. Changes to 2017 Board of Directors & Appointment of new Chair.
7. Additional Parking Spaces. Bids to date & update on building works. Terms & Conditions – Draft.
8. Residents' AGM, Maidstone Salvation Army, Tuesday 8th November. Draft Agenda & preparation.
9. Residents' Information Pack – Version 2.
10. Directors' Operational Handbook – update.
11. Water mains supply – possibility of decommissioning water pumps for supply from mains.
12. Site Issues. *See Appendix.*
13. Antisocial behaviour update.
14. Date and venue of next Director Meeting (*Youth Room usually available on Thursdays*).
15. AOB and Close.

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

Telephone: 01622 61 61 81

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Company Number: 06545435

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Appendix – Site Issues

COMPLETED JOBS SINCE LAST MEETING:

Fairfax Court – sash windows. Making good and repainting

Mainy House bin store – breaking down & removal of 2 broken commercial bins

Former Fairfax Bin Store – Conversion to work area for Paul Newman Contractors (tower scaffold storage)

Clearing out of Dudley Store Room

Smoke vent repairs – Hales Court & Brockman Place

ONGOING - GENERAL & ELECTRICAL:

Fairfax Basement – damp issues NHBC / Higgins

Fairfax – new outside bin store. Added security and lighting

Water Pump – update on maintenance contract/servicing (FP)

Failing boiler valves / toilet cistern valves & outside inspection – communication with owners/residents

Water expansion tanks – improper fitting. Higgins' position and communication to residents

Electrical:

Appointment of electrical contractor & possible maintenance agreement

Union St lighting - Broken light by gate. Lights coming on too early (mid morning)

Other electrical issues

ONGOING – BIN STORES:

Brockman bin store – keycode fitting and wobbly fence

HOLY TRINITY GARDENS:

Trinity Gardens – Lime Tree cutting on 1-6, 10 & 13 Brockman rear & ivy on wall (MBC)

OTHER SITE ISSUES:

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