

# Church Street (Maidstone) Management Company



## AGENDA

**Directors' Meeting, Tuesday 6<sup>th</sup> September 2016, 7pm**  
**Maidstone Salvation Army, 74-80 Union Street, Maidstone, ME14 1ED**

1. Welcome and Apologies
2. Approval of previous Minutes, 5<sup>th</sup> July 2016
3. Financial Statement – current account balance. Income/expenditure to date. Reserve account.
4. Service Charge debtors for 1<sup>st</sup> July – 31<sup>st</sup> December 2016 period
5. Preparation for 2017 budget and review/outlook of 2016 budget
6. Cleaning & Gardening – Contract Renewal
7. Additional Parking Spaces – planning/landscaping consent updates, implementation & advertising
8. Directors' Roles & Responsibilities. Future proofing: work shadowing & attracting more support:
  - i. Incentives for Residents/Owners
  - ii. Financial (service charge applications, budgets, accountants)
  - iii. IT & Databases (eg updating email circulation list, residents' list, email shots etc)
  - iv. Website & File Management – Updating Comms & Managing Documents
  - v. Site Operations (eg inspections, supplier info eg fobs, selecting and overseeing contractors)
  - vi. Legal (Conveyancing Info & Companies House)
  - vii. Other
9. Site Issues. *See Appendix*
10. Trinity Foyer clients & associates. Antisocial behaviour update
11. Residents' AGM, Maidstone Salvation Army, Tuesday 8<sup>th</sup> November – preparation & comms
12. Date and venue of next Director Meeting (*Youth Room usually available on Thursdays*)
13. AOB and Close

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

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**Company Number:** 06545435

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## Appendix – Site Issues

### COMPLETED JOBS SINCE LAST MEETING:

7-9 Hewson Porch Light fixed

Goring Place bin store – front & rear gate locks fitted. Front gate keys to residents & landlords informed

### ONGOING – BIN STORES:

Goring Place Bin Store – possible relocating of CCTV. Prosecution of Price Court residents for fly tipping

Fairfax Bin Store – securing internally (bins currently outside)

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

Brockman bin store – keycode fitting and wobbly fence

### ONGOING - GENERAL & ELECTRICAL:

Fire Extinguishers – update on maintenance contract/servicing. Health & Safety Addendum 2017

Water Pump – update on maintenance contract/servicing

Fairfax Basement – damp issues NHBC / Higgins

Sash windows to Dudley & Fairfax – making good/repainting work started 25<sup>th</sup> August (3 weeks).

Failing boiler valves / toilet cistern valves & downpipe inspection/ comms to residents/ owners

#### Electrical:

Union St lighting - Broken light by gate. Lights coming on too early in the evening

Smoke vents: 7-9 Brockman, Hales Court and other blocks (Contractor SE Lighting)

Other electrical issues

### GARDENING:

Grass Seeding for Hales Court garden rear. 1 & 2 Hales Court - owner or CSMC responsibility?

Ivy on Fencing (in particular Brockman side / Union St gardens)

Trinity Gardens – Lime Tree encroaching on 1-6, 10 & 13 Brockman rear (MBC tree cutting needed)

### OTHER SITE ISSUES:

Bodylink – Commercial Bin. Rubbish Overflow

Window cleaning - (tenant responsibility, reversible windows & accessing higher balconies)

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