

Church Street (Maidstone) Management Company



MINUTES

CSMC Director Meeting. 6pm. Thursday 23rd September 2021.
Dudley House, Church Street, Maidstone, ME14 1BF.

Welcome & Apologies.

OD welcomed Directors. No apologies. Present: Olga D'Silva (OD) Chair, Fergus Poncia (FP) Company Secretary, David Berry (DB) Operations Director.

Minutes of last Meeting 20th May 2021.

FP made a small amendment to the Minutes with regard to the AGM 2021. Approved. Signed off by OD.

Finance: OD Lead

Current Account Balance (as of 23 Sept): £22,597.

Reserve Account Balance (as of 23 Sept): £23,110.

Debtors: Under £3K. A few queries. Very small minority on payment plans.

Financial Statements year ended 31 December 2020 with solicitor. To be put on website.

Operations: DB Lead

Previous Operational Meeting held 17th June (DB,FP,OD).

Current Update:

Fire Extinguishers Annual Service. September. Certificate of Maintenance –on file and with solicitor.

Property Health & Safety Reports. Dudley House completed. All new build blocks currently in Draft Report being prepared by Paul Newman. Agreed Reports needed as soon as possible, including the most important element on 'cladding', also needed for conveyance purposes.

Tree Cutting. Sycamore Tree 20% Hales rear. Judas Tree 25% Dudley rear. Completed 17th September. DB contacted contractor to say very happy with work.

Electrical charging points. Servicing. DB to approach alternative contractor to see if can provide cheaper service quote. FP suggested putting in an extra line. DB to probe current contractor for further information. Circular to residents to be sent with awareness raising on current provision and canvass uptake on putting in more EV charging points. CSMC would procure and store some long leads. CSMC pay for electricity from Landlords electricity supply. Discussion on making an EV charging point eg by Trinity Foyer railings and make available to the public. In exchange, local authority could give N4 Parking permits. Question. Can you use a N4 residents permit on a meter? OD to speak to Councillor Clive English.

Goring Block. Cedarwood Tower cleaning & pigeon spikes. DB to book contractor for cherry picker.

Block Redecoration. Audit. DB has carried out to all blocks. Priority: Brockman Place Flats 1-6, 10 & 13.

Fire Door Audits – new builds. DB happy to carry out, but said that it should be outside office hours, so residents are in. Contractor to show DB/OD what checks need to be done.

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Company Number: 06545435

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Water Meter Audit. FP or OD to contact South East Water for list of unmetered properties. CSMC can then send in plumber to change to metered. (NB more cost effective to be metered than assessed without a meter).

NIBE Boiler Failures. (See admin also). Recent failures in Brockman Place (affecting roadway) and Hales Court (extensive). Large water bills and invoice to an owner of Brockman Place for block paving reinstatement, etc.

Smoke vent 6 monthly servicing: 28th Sept.

Union St sensor light. Not coming on.

Flat Roofs. FP Lead.

FP looking into pursuing claims via County Court now that NHBC guaranteed period is ending.

Administration: OD Lead

Additional Administration & Operational time: eg with NIBE Boiler Failures where often boiler is not serviced annually (see Ops also). Mostly, not exclusively offsite landlords / tenants – extra work: identification, communication, administration. Invoices now sent to owner.

Off Site Landlords – Change of Tenant. Rarely advised. Important to have updated information for health and safety, emergencies etc., especially NIBE boiler water leaks. OD suggestion to develop matrix checklist to send to off site landlords, eg NIBE boiler last serviced, advise change of tenant/letting agent.

Accountancy Software. Transition from Clearbooks to Xero. OD training Ackland Webb Accountants 28th Sept. Clearbooks archive of data: Ackland Webb to prepare, after which Clearbooks monthly direct debit can be cancelled.

IT Provider. Invoice pending. Not all web content updated, but all current documentation on secure file / with solicitor/accountant/ as requested.

GDPR. Automatic registration renewal 2 November. All in place.

Out of Hours Emergency Mobile. Phone / Voicemail Service on Exchange. DB suggested that CSMC obtain a Pay as You Go phone so residents could send a text message eg for emergency. OD/DB to share manning of mobile phone. FP & OD agreed, but on proviso that if abused, then will stop this service. Normal comms: Voicemail Telephone Line: 01622 616181 / Email address.

Car parking: Quarterly rental invitations for Q4 Oct to Dec period to be sent out. Also invitation for one space on annual rental. Once space on access road currently free.

Conveyancing: Setford's Solicitors. Kate Hawken. All working well. Conveyances on three flats underway.

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Buildings Insurance Renewal: FP Lead.

Renewal for 31st December 2021 (1 year) of current 3 year deal. Still part of the 3 year deal with Allianz which expires end December 2022.

CSMC AGM – November 2021 & Proposed Budget 2022

All agreed that due to COVID-19 uncertainties and possible restrictions in the autumn/winter, the Board would propose for the AGM 2021 not to take place. Instead, owners to receive redacted Minutes of September Board Meeting, followed by Overview 2021 and proposed Budget 2022 for acceptance. (NB this principle had been followed/accepted in 2020). Survey Monkey. OD to look at setting up for owner feedback.

Proposed Budget 2022. Agreed to be held at £70K (same as 2021 and 2020). OD & DB to meet to firm up final budget and present to FP. Once agreed by Directors/ owner consent received, send final budget to David Muggridge at Ackland Webb Accountants.

Trinity Foyer / Trinity Gardens

Builder: Bauvill for Maidstone Borough Council (MBC). DB & OD have dealt with previous deliveries on Old Hospital land. Trinity lights previously burning 24/7: OD has managed to get Bauvill to adjust to evening lighting/early morning only.

Antisocial behaviour. Climbing over walls / gates after Trinity Gardens shut. Drinking, loud music, urinating, etc. Possible MBC Housing support base 24/7 in Trinity Foyer once ready to offer bedsit housing (mixed demographics). OD has previously discussed with Councillor English that this base has adequate CCTV and the power to control/stop antisocial behaviour in Trinity Gardens/Foyer curtilage. KM article – antisocial behaviour in Brenchley Gardens & viewpoints on how to tackle by Maidstone Borough Councillors: (NB Housing & Environment Committee 30th November):

[Brenchley Gardens in Maidstone could be shut at night due to its high level of crime \(kentonline.co.uk\)](https://www.kentonline.co.uk/news/2021/11/30/brenchley-gardens-in-maidstone-could-be-shut-at-night-due-to-its-high-level-of-crime/)

OD to email and speak with Councillor English with a view to a walk round meeting of Trinity Foyer, Brewer Street Cemetery and Week Street / town centre. Thereafter, FP as Company Secretary to write to the Leader of Maidstone Borough Council demanding action taken to stop antisocial behaviour. Councillor English has advised that with the conversion of former office blocks to residential flats which London Borough Councils are renting (eg Brenchley House on Week Street by Maidstone East Station), planning permissions were removed by national government, making Maidstone Borough Council powerless about the wholesale relocation of people from London. These new occupants are probably a large contributory factor to antisocial behaviour in Brenchley Gardens/Maidstone town centre.

AOB.

Humidifier: DB proposed CSMC renting out to residents, in the event of a water leak, for drying out purposes. Agreed.

Meeting closed OD.

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