

Minutes of Hughenden Court (Hastings) RTM Co Ltd meeting held at 2pm on 1 December 2018 at St Mark's Church Hall

RTM company members present

1. Welcome and introduction

Steve Collinson (Company Secretary) welcomed all members to the meeting and everyone present introduced themselves in turn.

2. Apologies for absence

3. Minutes of the last meeting

As no meeting has been held since the last AGM on 10 August 2011 none were available.

4. Election and re-election of directors and company secretary

It was **agreed** to re-elect the existing 5 directors (Steve Collinson, Barry Foster, Tony Oak, Howard Seaton and Rod Stapley) and it was also **agreed** to reappoint Steve Collinson to act as company secretary. A minimum of 2 directors is required but there is no upper limit, so other volunteers would be welcome especially from female RTM members to provide a better gender balance.

5. Presentation from the Warmfront Team about cavity wall insulation (CWI)

Chris Hearn spoke about the process and long term benefits of installing CWI at Hughenden Court and also circulated some information for members. He answered a number of questions about the process, funding, benefits and possible problems. After discussion it was **agreed** to proceed with CWI. Company secretary will also contact Jon Dean (URC's surveyor) for his advice.

6. Presentation from Energise Sussex Coast about installing solar panels

Richard Watson spoke about the use of the roof space at Hughenden Court for installing solar panels, how this might be funded (via purchase of shares in a co-op) and the potential benefits. Some concern was raised that owners of the shares would not necessarily be residents at Hughenden Court so they could potentially determine the cost of our electricity. It was **agreed** to register the roof as the deadline for doing this was impending, on the proviso that we would not be committed to going ahead as more information and discussion was needed. It was also **agreed** to arrange an 'energy cafe' to help residents with heating/ventilation/damp/ condensation related issues.

7. RTM finances

Steve Collinson reported as far as possible on the RTM company's financial situation but difficulty was being experienced in trying to arrange a meeting with Fairways to handover paperwork and transfer our funds they hold in the bank account they operate on our behalf. The balance in this account on 7

November 2018 was £20583.36. The balance in our own account on 30 November was £4127.34. Standing orders are being paid by 39 flats and non-payers are being chased. There is an issue with outstanding service charges and water rate payments which Fairways were supposedly dealing with but have not given us feedback on progress – as of 30 September 2018 £16329.26 was owing.

8. Utility costs

We have now had confirmation from Southern Water that the outstanding bill has been settled so we now owe nothing. As we are starting with a clean sheet we will invoice for the first 5/6 months but then may look at moving to a monthly payment for water as well – based on our ongoing recorded usage each flat should be paying around £24 per month. We are also considering meeting with Southern Water to discuss a fairer system (such as an assessed charge for each flat) but this is some way off.

Our electricity usage is working out at around £520 per month so it was **agreed** to move over to paying by monthly direct debit as this also gets us a 7% discount.

9. Priorities for work going forward

This year priority has been focussed on health and safety related items, some of which were required by our new insurer: -

- Fire risk assessment
- Electrical installation condition report and remedial work arising from this report – replacement of all old fuses with circuit breakers and replacement of unsafe light fittings in corridors with LED panels
- Lightning protection system testing which also needed some minor repairs and some additions
- Dry riser testing – some repairs still need to be completed but the system is usable in the event of a fire

Other work has included: -

- Upgrading the lighting in the car park to new LED lights
- Replacement of old fluorescent fittings with LEDs in one corridor that also provide emergency lighting in the event of a power failure but are also on movements sensors so are not on 24/7
- New lighting in the lift that also provides an emergency back-up
- Ongoing redecoration of parts of the building – the foyer, first and second floor lift lobbies have been completed and the third floor lift lobby is in progress – this has all been completed by volunteer labour
- New signs in the foyer and in the lift lobby on each floor

Going forward a major concern is the exterior condition of the building – a quote had been received to get the east elevation over the alley to the church hall re-pointed from Booker and Best for £14752.80. Although this side of the building is in a poor condition the meeting suggested that a higher priority should be the south and west elevations that receive the brunt of strong winds and heavy rain.

10. Any other business

It was suggested that RTM members contact Fairways Management to encourage them to meet with the company's director to ensure an orderly handover – their e-mail address is info@fairwaysmanagement.co.uk and it was also suggested we contact their professional body ARMA.

As there was no further business the meeting closed at 4.30pm.