

LUXBOROUGH TOWER

Luxborough Tower Residents Association

Minutes of committee meeting held on 24 10 2013, Draft

Attending Andrew Hughes, Sara MacKay, Alex Reid, Alison Dow, Jennifer Grimshaw, Elizabeth Young, Nick Vinson
Apologies Judy Wardell, Denise Hines, Michael King and Judie Slack

1 Approval of minutes from 11 09 2013

The minutes were approved.

2 Matters arising from minutes

There were no matters arising from minutes.

3 Treasurer's Report, including CWH grant.

AH updated committee that he still did not have control of the Bank Book. He was sending a resolution to change the signatures to Santander. He presented a Bank Reconciliation up to 22 10 2013.

4 Draft Standing Orders

AH presented amended Draft Standing orders which were approved for presentation to the AGM.

5 AGM

The date for the next AGM was set for 27 11 2013 at 6.30 pm. Location to be confirmed.

NV to invite residents via mailing on 25 10 2013 to stand for election of the new committee, forms back by 03 11 2013

AR to inform all residents of AGM in a mailing on 06 11 2013.

6 Draft Statement of Aims for major works.

AR presented this to the committee and they were approved to be sent to CWH including the Estate Office, Major Works and Senior staff. Also discussed was the potential appointment of John Allan Avanti Architects as consultants, he has been approached and we are waiting for an idea of fees/costs. AR to find out when we can be updated by CWH on the Major Works survey.

7 Membership drive

It was agreed to have a membership drive on 29 10 2013 and 30 10 2013 from 6.00 to 8.00 pm in the lobby, NV to produce a kind of newsletter and have spare application forms for residents to compile. Additionally membership drives may be necessary.

8 Communications strategy.

AH reminded the committee that in order to be a proper RA the LTRA needs a full and representative membership and its important to inform the membership and residents of what the LTRA is doing. It was agreed to start a quarterly newsletter immediately after the next AGM. The newsletter to include some boxes for resident feedback such as tell us what you think we should be concerned with, do you want to join an email group etc.

9 Brief reports on other matters:

Re-landscaping works. NV updated the committee. A final consultation with residents will happen soon, to show the final designs

Garages, sheds & car parking. NV updated on the latest update re the allocation and use and reduction of waiting list

Service charges JG informed committee of a further 7000 pounds of expenses for heating under discussion

Northern access road. Currently with Nick Richards, with actual costs for making good based on re-landscaping plans

Cleaning & maintenance. NV informed committee that 2 monthly window cleaning now underway. Next clean 06 12 2013

CCTV. NV brought up a residents request to consider CCTV in grounds as a deterrent for anti-social behavior. It was understood CWH are unable or unwilling. An alternative is to set sensor activated lights in the rose garden. NV to discuss with JS.

Buildings insurance. It was brought to the attention of the committee that many residents may not know when they are not covered by the building insurance, for example when they are away for long periods or let their flats. JG offered to produce a short paragraph about this and the LTRA will in future inform residents of this.

8 AOB

Resident handbook , It was agreed that a LT specific Residents Handbook would be very helpful for all residents and especially new ones and that the committee would begin to draft something. AD to lead.

9 Date of next meeting.

The next meeting will be 27 11 2013 and it will be an AGM

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