



NOCTON PARK MANAGEMENT LIMITED

Company Number: 02335481

REPORT ON THE BOARD MEETING

THURSDAY 14 DECEMBER 2023 11am

Meeting held by remote digital means

A) PRESENT

➤ Directors:

- Mrs ALISON COOKE (Chair of the Board) **(AC)**
- Mrs JULIE WALLHEAD **(JW)**

➤ Managing Agent:

- Mr SIMON BAXTER of SR Baxter Business Consulting **(SB)**

B) AGENDA ITEMS

1. Formally agree the minutes of the last Board meeting 13 May 2023

The Board stated that the minutes had been received and there was no issue that had been discussed that was still outstanding as far as they were aware. They fully appreciate the fact that the current operational approach was that issues were raised and discussed, and then crucially, acted upon.

They confirmed they were happy with keeping the minutes in a digital format and didn't feel they need to actually sign them.

No issues or actions needed to be noted. **Minutes agreed.**

2. Financial update for the year of 2023

The Managing Agent updated the Board on the current finances (as of the Board Meeting). There was £10,859.30 in the bank and it was estimated after end of the month invoices there would be circa £9,700 in the bank. That would not include any earlier payers of the service charge for 2024.

Whilst the bank amount was down around £3k from the start of the year, there had been extensive capital and major works in excess of £11k the balance at the bank was acceptable for a base amount in case of very urgent works needed.

The Board agreed and felt that while the finances of NPML were stable, they were not sufficient for large works costs that were needed to be done in the next few years.

3. Update on the Court submission positions and court hearings

The Managing Agent confirmed there were various court hearings for members of the community who had not paid their contracted service charges and these were scheduled for the new year but it would depend on Judicial time from Court.

The Managing Agent made the Board aware that the hearings are scheduled and thus the financial impact on the NPML needs to be considered. The main point was that if NPML did not take legal action against the debtors, it would in effect possible cause a widespread refusal to pay the service charges and NPML would become insolvent very quickly.

4. Discussion and agreement on Flats Survey report - actions to proceed

The Managing Agent confirmed that the survey report from HGW had been received and that there were various issues raised.

The Board stated that they felt the following was the areas that needed to be concentrated on:

1. First priorities:

Repairs - soffits and fascias we knew about

Balconies: they all seem to need a thorough looking at and their lintels sorting out, plus
woodwork repairs and timber treatment

Render : Cracking - more and possibly better repairs are required to both blocks of flats

2. Second priorities:

Full external decoration to both blocks, including doors and porches and down pipes

Full internal decoration and carpet repairs to both blocks

Get the hedge cut back or better still removed (it encourages the rats, it could interfere with the underneath of the building at some point, it will look awful if it's just cut back. Look to replace it with a panel fence that can be maintained more easily - it only needs to be 6 foot high as the flats and the neighbours are side by side.

Get full roof space access for the surveyors so that we know there is nothing untoward anywhere.

The Board agreed that the next steps was that a meeting would be called for all the Flats Lease owners to be able to discuss with them the report specifics and the proposed next steps.

It was agreed that the meeting would be held via zoom to allow lease owners that were not local to join the meeting, and to ensure that only flats lease owners attended. It would also save money for the Managing Agent's travel costs.

The meeting would be scheduled for late January 2024.

5. Grass cutting contract tenders

The Managing Agent confirmed that all tenders had been received and that details of the tenders had been forwarded to the Directors.

The Board felt that they had to ensure that they needed to look at capability of each tender and the ability to cope with bad weather and possible link to the tree work that is needed. Quality of works was also important. The Board appointed the preferred bidder and would arrange a minimum of 16 cuts a year.

The Board agreed the contract for 24 months. Contract period of 01 March 2024 to 28 February 2026.

The Managing agent confirmed he would write to the contractor to confirm acceptance of the tender as then check the references, licences and insurances.

6. Contracts for 2024

i) Flats cleaning

The Board agreed to renew the contract for the flats cleaning with JOHN BROOKS for another year for 2024.

The Managing Agent will write to Mr Brooks to confirm the acceptance of the contract on offer.

ii) Flats grass cutting

The Board agreed to renew the contract for the flats grass cutting with JOHN BROOKS for another year for 2024.

The Managing Agent will write to Mr Brooks to confirm the acceptance of the contract on offer.

iii) Flats window cleaning

The Board agreed to renew the contract for the flats window cleaning with ECLIPSE WINDOW CLEANING for another year for 2024.

The Managing Agent will write to the contractor to confirm the acceptance of the contract on offer.

iv) Flats fire system coverage

The Board agreed to renew the contract for the flats grass cutting with WESTGATE FIRE SAFETY for another year for 2024. It was felt that due to the style and age of the fire system they were still best placed to serve the needs of the flat blocks.

The Managing Agent will write to the contractor to confirm the acceptance of the contract on offer.

v) Accountant

The Board agreed to renew the contract for the provision of the end of year accounts with TABITHA BANNISTER for another year for 2024.

The Managing Agent will write to Ms Bannister to confirm the acceptance of the contract on offer.

vi) IT maintenance & Email

The Board agreed to renew the contract for the IT and email maintenance with RED IT for another year for 2024.

The Managing Agent will write to RED IT to confirm the acceptance of the contract on offer.

7. Flat maintenance fund

The Board discussed the need of creating a proper flats fund to start to address the multiple issues that the survey report has highlighted. It was discussed that while it is appreciated that some people may struggle with an big increase in the service charge for the flats, the directors also need to look at the financial well-being of NPML to manage the issues at the flats.

8. Service Charge amount for all properties

The Managing Agent stated that the figures for the RPI from the Government were only due on the 20 December 2023 and thus no firm decision on the PS properties service charge could be agreed. He did say that the current RPI released in November 2023 was 6.1%.

The Board agreed that that the decision for the PS properties would be confirmed once the data was out. The Managing Agent would confirm with the Board once the data is out.

In regard to the Shareholder Flats and the Properties, it was agreed that the rise should possibly be higher than the RPI. This would allow a bigger reserve to be built for the works needed on the estate.

The Board agreed the final decision would be made after the RPI data is out on the 20 December 2023.

9. Capital works for 2024

The Board discussed that the main elements that they need to concentrate on:

- The roadway potholes
- The flats works as detailed in the survey report
- Further tree work
- Amenity land works

10. Success planning

The Board discussed the need for new volunteers to serve on the Board to ensure that when the current Board directors decide to step down, there is proper success planning for the next generation that will manage the needs of the community and NPML.

They agree they would encourage volunteers to join the Board over the next year.

11. Email from resident about salt bins

The Board discussed the email from a member of the community about the salt bins.

They agreed that as the Board does not have the responsibility of the replenishing of the salt bins and wouldn't be proving the salts. The historical issue of the salt going hard and unusable as well as the possibility liability position the replenishing would place NPML in has resulted in the Board deciding that the best position would be for the residents to provide their own salt.

Meeting was closed by the Chair at 12.30pm

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