

Sinclair Committee Meeting 19th October 2021 (2021 Factoring Service Re-tender)

Committee Attendees:

Susan Jamieson
Alex Schooling
Carmel Connelly
Liam Lang
Neil Raphael
Pamela Gidney
Rich Gibb

Committee Apologies:

Ben Duncan
Massimo Fabbreschi
Robin Houston

Factor Re-tender Shortlisting

- Charles White, James Gibb, Fior, and Trinity were all approached about their interest in the Sinclair factoring opportunity.
- Charles White declined the opportunity to tender.
- James Gibb, Fior, and Trinity noted their interest and were provided a short-listing questionnaire to complete. Responses were received from all three companies.
- Those present at the meeting agreed to invite James Gibb and Trinity to tender.
- James Gibb and Trinity to be contacted and Tenders asked for by 5pm on Wednesday 27th October. **Action: Pamela/Alex**
- Those present agreed not to short-list Fior – the main reason is their registered property record in Scotland/local company experience. Notification of decision to be conveyed to Fior. **Action: Susan**

Myreside Management

- Neil/Rich updated that they had met with Peter Goddard and Keith Hunter of Myreside Management on the 13th October.
- Neil/Rich advised that they had discussed Myreside's decision to resign.
- Myreside advised that they would have an information/handover pack ready for the new Factor.
- Myreside will continue to chase payment of the common debt all owners contributed to paying on the invoice for the period to 31st August 2021 and any sums recovered will be passed to the new Factor to credit back to owners.
- Myreside to be contacted about the following: **Action: Neil/Rich**
 - To expect contact from James Gibb and Trinity for buildings insurance information.
 - To ask when the EGM docs (3 pages - cover letter; Agenda; proxy form) are required from the Committee so they are received by all owners on the 3rd November. Issue in hard copy to be requested.
 - The process for the return of the float to owners. *Post-meeting note: Any credit balances on individual owner accounts will be returned after the last invoice*

has been cleared via the new Factor. Myreside will require 6 weeks after the 30th November 2021 to close off the development account/settle all expenditure.

- Payment of £150 to BMC for meetings.
- Invoice (to 31-Aug-21) queries - historic corrections, townhouse management fee and townhouse contribution to lighting charges.

Next Steps

- Extraordinary General Meeting (EGM) to appoint a new Factor to take place on Wednesday 17th November @ 7pm. Venue TBC. **Action: Susan/Rich** *Post-meeting note: Gorgie Parish Church Hall booked.*
- Pamela noted her advance apologies for the EGM.
- EGM papers to be drafted and issued (via Myreside) so they are received by owners on Wednesday 3rd November. **Action: Pamela/Alex**
- It was agreed that at the EGM the motions should only be to appoint a new Factor. The vote on the future of the fountains will be picked up by the Committee on appointment of the new Factor (Tenderers have been asked to quote for the four options previously discussed with Myreside).
- Owner meeting to take place as planned on the 2nd November, 7pm at the BMC. The intention is this will be an informal opportunity to update owners on progress and answer any questions. **Action: All**

Committee Roles

- Susan/Pamela/Rich confirmed they will be standing down from the Committee at the EGM. This leaves the officer bearer roles of Chair, Secretary and Treasurer needing filled. The IT role will also need filled. *Post-meeting note: Rich is going to stay on the Committee, but will step back from the IT role he has been doing.*
- Alex confirmed she will not be re-joining the Committee beyond the completion of the re-tender process.
- Owner invite to the EGM to ask for new volunteers to join the Committee. **Action: Pamela/Alex.**
- The meeting on the 2nd November will also give the opportunity to canvass interest for other owners to join the Committee. **Action: All**