

# Minutes: Committee Meeting

12<sup>th</sup> December 2024, Teams Meeting

## Attendees

- Carmel Connolly
- Jane Buxton
- Ana Arsene
- Emmanuel Artiges
- Mike Begley
- Colin Douglas
- Rich Gibb

## Apologies

- Liam Langedijk
- Sharon Laird (Trinity)
- Ross Crawford
- Jennifer Hill
- Ruth Evans

## Agenda

- GTC Site Visit
- General maintenance / housekeeping
- Refurbishment subcommittee membership / plan of attack
- Historic actions
- Newsletter
- AOB

## GTC Remedials

The scheduled site visit is 16<sup>th</sup> December with Trinity, GTC, and Mike/Jane/Emmanuel/Colin. The committee want to focus on these questions:

- What changed has meant this work is required?
- How can we ensure that any work done is compliant long term?
- Is the work good value for money?
- What tasks need to be performed by a GTC contractor versus general maintenance?
- Review of works required including ventilation/door seals/cupboards/holes

Action for Sharon to review and share what cupboard cleaning is under the cleaner contract remit.

Action for Jane to take notes during the visit and share summary of discussions and actions with the committee.

## General maintenance / housekeeping

There are a lot of outstanding maintenance items in the development (landscaping, gate latches, etc.). The committee want to work with Sharon to have a better view of these items, their status, how many times they've been raised, timeline to fix. Actions outstanding from last meeting to progress this.

## Refurbishment subcommittee membership / plan of attack

The subcommittee has been on pause due to the GTC remedials but needs to restart. Rich to join the subcommittee.

Action for other long term committee members to feed into Committee Only Teams channel posts where possible based on prior knowledge (Carmel, Liam, Ruth) .

Action for the subcommittee to meet after Christmas to progress items.

Action for Sharon to share a list of all buzzer faults. This is to help the subcommittee understand the need for new buzzer systems.

## Historic actions

There are many committee related actions open for committee members and Sharon still open since Summer.

Action for Emmanuel to set up a call with Sharon to go through her actions with an aim to answer majority of them on the call. Potential here to make it a regularly scheduled call.

Action for Mike to set up an actions register of sorts, starting with collating all actions into a spreadsheet on Teams.

## Newsletter

Ana has shared an updated templated for the Sinclair Newsletter. The refresh has additional accessibility considerations included for colour-blindness and dyslexia. She's also simplified the language to be considerate to people in the development where English is not their first language.

Action for Ana to share Trinity's website contact form (<https://www.trinityfactors.co.uk/contact-us/>) alongside their telephone number.

Action for Ana to review previous minutes since last newsletter to identify newsletter content items.

Ambition for the newsletter is to be quarterly.

## AOB

- If any other committee members need assistance working with Teams, please reach out to Mike for an onboarding session. Evidence on Teams that some members haven't logged into Teams yet.