

Sinclair Committee Meeting Minutes

13th April 2026, 190-192 Gorgie Rd, Edinburgh EH11 2NX

Attendees

- Carmel Connolly
- Ross Crawford
- Mike Begley
- Ruth Evans
- S. Basu

Apologies

- Liam Langedijk
- Sharon Laird (Trinity Factors)
- Ana Arsene
- Emmanuel Artiges

Agenda

- AGM
- Gardening Subcommittee
- External painting
- Monoblock and external cleaning
- Intercom
- GTC
- Forum
- External lighting
- AOB

AGM

Voting items will include:

- Reserve Fund
- Committee reappointment
- Trinity reappointment
- Stair flooring

Presentation will include updates on:

- Gardening subcommittee
- GTC
- Budget 2025/2026
- Budget 2026/2027

Action: Sharon to share draft budget to committee ahead of time.

Action: Carmel to organise Doodle for AGM date in June and book venue.

Gardening Subcommittee

Ross to schedule in walk around with the subcommittee to collate ideas, get consensus, and make plan.

Bushes still need to be chopped back to accommodate painting of the railings.

Action: Gardening subcommittee to prepare slide(s) for presentation at the AGM.

Action: Follow up on posts proposed for the area between SP and SG. Need to explicit state what's required, for example:

- They should look like the poles that already near the location
- They should sit more towards the SP side to avoid hitting car bumpers parked on the SG side.

Action: For the ivy removal, subcommittee to research what needs to be replaced in the space.

External painting

Doors

Sharon meeting contractor meeting 14th April for revised quote for external doors and all associated work to ensure comparable quote. This activity needs to commence ASAP. When date is determined, it needs to be planned against and communicated to owners and residents, including notes in the stairs.

Action: S. Basu to pick up ownership of external door painting as committee representative.

Railings

Action: Sharon to share all quotes for painting railing.

Action: Sharon to make sure that plant cut back happens at the right time to facilitate railing painting.

Action: Ruth to pick up ownership of railing painting as committee representative.

External lighting

New light installed at Sinclair Gardens, seems to be working well.

Outstanding lighting requirements: Light along townhouse steps, corner of bin store 8, and bike shed lights.

Action: Sharon to reschedule walk around with contractor to define solutions.

Action: Mike continuing as committee representative.

Monoblock and external cleaning

Action: Carmel to pick up ownership as committee representative.

As a reminder, building wall cleaning not happening.

Intercom

Action: Sharon to follow up on contractor for material lead time, dates and plan for intercom. It's essential that this item is communicated with residents in advance.

Action: Mike continuing as committee representative.

GTC

Sinclair Gardens in progress. All certificates and photographic evidence is all collated as it progresses. Sinclair Close happening in May. Still scheduled to be completed by May with the exception 31 SP. Latest info on <https://sinclairresidents.org.uk/gtcworks>

Forum

Mike/Carmel/Ross/S. Basu/Ruth happy to help out with testing Forum options.

Monoblock Repair

Action: Carmel to pick up ownership as committee representative.

Requirement to have a clear definition of access during the work, communication to residents (time of no access etc.), and advance notice of work.

Newsletters

Topics

- Monoblock repair
- AGM
- GTC
- Gardening committee
- Volunteer requests
- Notice to not leave big bags outside of the bin stores, they are prime for rats and seagulls
- Share the fly tipping web site
- Advertise Facebook group again

Mike/Carmel happy to contribute content.

Misc

- Action: Request for Sharon to follow up with Council re bounding wall
- Action: Request for Sharon to pick up fixing the noisy gate
- Action: Request for Sharon to provide update on handy man
- Action: Request for Sharon to organise bin clean