

Cricklade Road Management Company Limited

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Minutes of directors' meeting on 20 October 2022 at 4:00pm held digitally via Zoom.

Directors:

N Chambers

A Diggins

I Meadows

Managing Agent:

J Morris

T Dellow

Minutes

1. Apologies

None

2. Fire Risk Assessment

T Dellow advised that a combined fire risk and health and safety assessment had been commissioned for the site and had now been received. The meeting reviewed the actions recommended within the assessment and agreed the following:

a) Compartmentation Between Electrical Cupboards

The assessment recommended that the compartmentation between the electrical cupboards is repaired with a suitable compound capable of providing a minimum of thirty minutes fire resistance. T Dellow advised that a contractor had been engaged to undertake this work and is currently working to complete this action.

b) Fire Alarm

The assessment recommended that consideration should be given to removing the fire alarm (but keeping the Automatic Opening Vent operational) as an alarm could be considered an overprovision for this purpose-built premises implementing a stay put evacuation strategy.

T Dellow advised that the managing agent has received this advice on several other purpose-built blocks and have deactivated the fire alarms in accordance with this recommendation. It was also noted that the current government advice is aligned with this recommendation.

A quotation to deactivate the system such that it could be re-activated had been received prior to the meeting.

It was agreed to accept the recommendation made in the assessment and to instruct for the deactivation and removal of the fire alarm system.

c) Apartment Doors

The assessment recommended that the management company obtain written confirmation from each leaseholder that their flat entry door complies with fire regulations. This means that the door should provide a minimum of thirty minutes fire resistance, be hung on three hinges and have a functioning self-closing device fitted that positively closes the door on the latch, together with smoke and intumescent seals.

J Morris advised that the managing agent is awaiting confirmation as to how enforcement of compliance is intended by the government in the event a leaseholder does not comply with the request under The Fire Safety Act 2021.

It was agreed to initially write to all leaseholders to request evidence that their door is compliant. A Diggins kindly proposed to obtain the advice of a trusted professional person in regard to enforcing compliance and provide this to the managing agent.

3. Insurance Inspection

Due to the leaseholders acquiring the Right to Manage (RTM) a new buildings insurance policy was placed by the RTM company. An insurance inspector for the new insurer produced a recommended risk remedial assessment for the block following their visit to the site on 7 September 2022.

T Dellow advised that the risk remedial items are now all complete, except the replacement of missing communal window closers for which a contractor has been engaged to attend to. No further action should be required following this inspection.

4. Debtors

As of 20 October 2022, there were 8 debtors totalling £1,900.52. J Morris advised that the outstanding debtors will be chased as part of the management agent's standard debt collection process.

5. Service Charges 2023

J Morris and T Dellow reviewed the budget for 2023 prior to the meeting and advised that an overall increase in service charge of 5% would be reasonable to cover the budgeted expenditure and combat inflation costs which was 12.6% in September 2022 (RPI).

There being no further business, the meeting closed at 5:11pm.