MEETING MINUTES

13th October 2021 @ 19:00

# Count of attendees, committee and group members

* 8 Committee Members
* 0 Residents

# Matters Arising (From previous meetings – not closed)

* N/A (Initial Meeting)

# New Matters

### What is the duty and remit of the committee?

* + Need to let residents know what committee can/can’t do
  + Requests to deal with specific noisy neighbours is not part of it
  + Residents need information
    - Who to complain to?
  + @ACTION: James to create a document outlining what Committee can do / not do.

### Security

* + Door do not lock that lead to the Communal Garden
  + CCTV
    - Requests for CCTV not being serviced
    - Resident would like proof/evidence it is working
    - Maybe 3rd Party validation?

### Lift

* + Lightbars seem to have made the south lift more stable (usable)
  + Still no announcements
  + Lifts don’t seem clean

### Long Standing Issues

* + Need to get the next meeting with Catalyst setup
  + @ACTION: Sorana chase Catalyst for next meeting
    - Second meeting not as well attended
    - Need as many people as possible to attend and be heard

### Smell of weed (Canabis)

* + Not much can be done other that to report it to Catalyst to show history

### Pets using the communal garden

* + Not much can be done again, report it to Catalyst
  + Create a notice asking pet owners to respect the use of the garden by all residents including children. Must minimize fouling of any kind.

# Financial report

* Zero outgoings
* Zero incomings
* Balance: £0
* No inbound funds from Catalyst yet

# Constitutional changes (if any)

* None proposed

# Any other business

* Daniel Briggs is leaving Catalyst
* Question: What is our local police ward? Could invite them to be more present around the building, maybe to a meeting?
  + @ACTION: Laura to confirm which it is
* One resident is in the middle of a sale and is having trouble with Catalyst not responding to the solicitors involved.
  + Issues in sale with items like Fire Regulations not being up-to-date
* The building has no cladding but letters previously sent by Catalyst regarding Fire Safety when the building first opened.
  + @ACTION: Emily to ask Catalyst if the Safety and Regulation aspects of Fire are up-to-date
* Lift is under warrantee now, but for how much longer before the costs come to the residents in the Service Charge?
  + @ACTION:James to ask Catalyst how long the lift Warrantee is

# Date of next meeting

* W/C 07/02/2022

# Close

# Actions Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Description | Owner | Opened | Closed | Result |
| 1 | Create a document outlining what Committee can do / not do. | James | 13/12/21 |  |  |
| 2 | Chase Catalyst for next meeting | Sorana | 13/12/21 |  |  |
| 3 | Confirm which is our local police ward | Laura | 13/12/21 |  |  |
| 4 | Ask Catalyst if the Fire Safety and Fire Regulations are up-to-date | Emily | 13/12/21 |  |  |
| 5 | Ask Catalyst how long the lift Warrantee is | James | 13/12/21 |  |  |
|  |  |  |  |  |  |