

# **Shepton Mallet (Phase 7) Management Company Ltd**

## **Board Meeting,**

11th January 2024, 7:30pm, 28 Clarks Meadow

### **Minutes**

Present: Richard Thomas (RT, Director - chair), Rich McNairn (RMcN, Director), Pauline Dodds, John Longman (Director)

Apologies: Vickie Harris (VH, Director) Sally Lever (SL, Director - minutes)

### **Agenda**

Minutes of Last Meeting: Approved  
Matters Arising not on agenda: None

1. Welcome to Pauline Dodds, new member.
2. Tom Morgan & Jungle Properties  
Tom had given us only an estimate of costs for collecting and managing funds. Further discussion needed with an agreed budget.  
**Action: RT & RMcN**  
We also needed a firm quote for accountancy, including Company Secretarial actions.  
**Action: RT**
3. AGM. This was now pressing matter. We would instruct FirstPort once a clear proposal for alternative agent was prepared. Pauline Dodds to be proposed as director. We would also call for new director volunteers.
4. Stone Wall repair. Insurers had asked RMcN for letter from contractor prior to authorising repairs. Quote for £620 + VAT approved. **RMcN to continue to take forward. Action: RMcN to circulate insurance policy.**
5. Property Pack. Deferred until next meeting.
6. Request from Agent to authorise repair to inspection cap. This is not a Phase 7 cost – work done by Bloor contractor. Agent to be asked to liaise with Bloor contractor. **Action RT**
7. Change of Company Secretary name to Innovus noted.
8. AOB. Pauline asked about communication with members. Agreed this was necessary and suggested re-instating email or WhatsApp group at AGM.
9. Next meeting to be called when further information re Accountant Costs  
Meeting ended 8.00pm