

Shepton Mallet (Phase 7) Management Company Ltd

Board Meeting, 14th March 2024, 7:30pm, 28 Clarks Meadow

Minutes

Present: Richard Thomas (RT, Director - chair), Rich McNairn (RMcN, Director), Sally Lever (SL, Director - minutes), Vickie Harris (VH, Director), Pauline Dodds (Resident)

Apologies: John Longman (JKL, Director)

Minutes of Last Meeting: Approved.

Matters Arising Not on Agenda: None

Agenda

1. Replacement for Firstport

Letters of appointment have been received from Chalmers HB and Mendip Bookkeeping. All seem as expected and approved. Informal meeting with residents brought forward to Tuesday 19th March, 7:30pm at The Highwayman. Letters to residents have been posted through letter boxes and a few responses received.

Next steps: RT will draft a comparison of costs in preparation for above meeting. We will also explain the service issues and open up for questions. RT will email residents to remind them of the meeting.

2. AGM

If no major issues arise from the informal meeting with residents then we will a) Request an AGM and b) Give FirstPort notice, asking to transfer our contract with CPC not cancel it.

Proposed date and time for AGM agreed as 7:30pm, Thursday 9th May 2024 on Zoom

Next Steps: RT to write to Innovus (Company Secretary) to request the AGM and for them to arrange on Zoom.

3. Gemma Verdon's site visit 13th March 2024 and Bawden's tree survey.

Gemma emailed RT following her site visit and we discussed her responses to the issues we raised. She is not willing to talk with Bloor about the T15 chestnut tree which needs work. We noted T12 tree has already been removed and decided that, following further clarification from Bawdens, T13 is one we'd like to be monitored for now rather than felled as it is of no immediate risk to residents or the public.

Next steps: RT will query Gemma's raising of a purchase order in relation to the Bawdens tree survey, stressing that we are not currently authorising any work. We will liaise with Bawdens over next steps. RT will write to Bloor re the T15 tree that needs work to prevent damage to adjacent properties in Clarks Meadow (numbers 16 and 18). RT will put a note through the doors of these properties to clarify the situation and reassure them.

4. Stone Wall Repair

Gemma will now raise a manual payment request.

Next step: RMcN will instruct N.G. Barham Building Services Ltd and submit the invoice to FirstPort.

5. Repair to inspection cap above SUDS system

Next step: RT to write to Bloor

6. AOB

None

Next Meetings

- **Informal Gathering with Residents:** Tuesday 19th March 2024, 7:30pm, The Highwayman
- **Board Meeting:** Tuesday 23rd April 2024, 7:30pm, 28 Clarks Meadow
- **AGM:** Thursday 9th May 2024, 7:30pm, Zoom.
- **Board Meeting (Budget Setting):** Thursday 20th June 2024, 7:30pm, 28 Clarks Meadow