

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Zoom Thursday 28/07/22

Attendees	Apologies
Clare McCaffrey Martin Barnbrook (minutes) Sherif Hefni Kingsley Gomes (part) – Martin as proxy Peter Kosmalski James Marchant Sara Malin	Michele Gibson – Martin as proxy

Review of minutes & actions from meeting held 13/02/22		
3	<p>Sara asked that the status of home office/working from home/running a business from home be clarified as stated in the Rent Charge Deed</p> <p>17/03: The RCD does <u>NOT disallow</u> the running of businesses from houses, as confirmed by FEM</p> <p>Update 5/05: Michele's action not discussed, hold to future meeting – OPEN</p> <p>Update 9/06: Michele mentioned that Ealing Council has disallowed businesses being run from houses, where they were full business operations rather than just working from home. Michele to send out links to the relevant rules/legislation – OPEN</p> <p>Update 28/07: As Michele couldn't attend, the action from 9/06 will be held over until the next meeting – OPEN</p>	<p>Action: James to confirm what, if anything, is detailed in the RCD regarding home office/working from home/running a business from home</p> <p>OPEN – Michele to check for local laws around running businesses from home</p>

Review of minutes & actions from meeting held 17/03/22		
16	<p>Jay contract for spring 2022 update (effective 1/04/22)</p> <p>Peter to extend Jay's winter contract by a month to the end of April, and then introduce the summer contract from 1/05/22</p> <p>Update 5/05: Peter has drafted Jay's summer contract, but it's still to be discussed and agreed with him. The summer contract to start from early May – OPEN</p> <p>Update 9/06: Clare has kindly agreed to format Peter's summer contract documents for Jay into a single Word doc. Peter to send</p>	<p>Action: Peter to discuss this change with Jay and prepare the summer contract</p>

	<p>Clare the documents with clear instructions, then Peter to arrange for the contract to be signed – OPEN</p> <p>Update 28/07: The summer contract/agreement has been printed and passed to Jay, who is now working to it – COMPLETED & CLOSED</p>	
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Minutes & actions for meeting held 5/05/22		
3	<p>Move £5k back to NatWest a/c from current a/c Agreed in principle to move the £5k from the current a/c back to the NatWest a/c from which it was borrowed in December 2021, but it is unclear which current projects and BAU budget line(s) the money should be taken from</p> <p>Update 9/06: As we did not budget to move the £5k back from the current a/c to the NatWest a/c this year, it is now difficult to do as there are no budget lines to take it from. It was agreed that this would be included in the 2023 budget. Martin to note for the 2023 budget meeting agenda in late 2022 – OPEN</p> <p>Update 28/07: Martin confirmed that this item is on the log for the 2023 budget meeting, which will be scheduled for late 2022 – CLOSED</p>	<p>Action: Clare to speak to FEM/accountant to agree how best to do this</p>
8	<p>Transparency: directors meeting agendas & minutes on website – discussion After some discussion, it was agreed that directors meeting agendas and minutes will be published on the CG website from now onwards. A copy of the budget will also be put on the website. Any references to specific individuals and properties will be redacted</p> <p>Update 9/06: Martin has engaged Phil Bergquist, who provides website support to us, to add the functionality to post our meeting agendas and minutes online. Phil is in the process of writing the instructions, having completed the development. The cost for this should be c £150. Martin to post the meeting documents from May and June on the CG website as soon as the instructions are made available and signed off – OPEN</p> <p>Update 28/07: The CG website has been updated to add a page to contain links to PDF versions of CG directors meeting agendas and minutes, starting from the May 2022 meeting. Martin will update the website to add new links and PDFs when they are published – COMPLETED & CLOSED</p>	<p>Action: Martin to investigate how to place documents on the CG website, starting with the May 2022 meeting</p>

Review of minutes & actions from meeting held 9/06/22		
3	<p>Letter of Consent update Kingsley & Martin have issued the final draft of the LOC comms for review. Martin is finishing off the LOC application and approval forms, which he will issue for review wc 13/06.</p>	<p>Action: Martin to issue the final version of the LOC docs for sign off and then ask FEM to issue the comms to all</p>

	<p>Kingsley requested volunteers to act as backup directors for the process – Martin and Clare agreed to do this.</p> <p>Update 28/07: The LOC documents were issued to all house owners by FEM in mid-June, with the process in effect from 1 July 2022. Kingsley will check the LOC email inbox regularly for new applications – COMPLETED & CLOSED</p>	<p>house owners as soon as possible</p> <p>Kingsley and Peter to start reviewing and approving applications from 1/07/22 onwards</p>
10	<p>Repaint parking bays & bay numbers</p> <p>Peter suggested cancelling this project, which was agreed. The budget (£1.4k) will be left in place is ringfenced for project and BAU overspends.</p> <p>Update 28/07: Martin confirmed that he has informed FEM of the project cancellation and has put it on the log as a potential project in 2023 – COMPLETED & CLOSED</p>	<p>Action: Martin to update FEM on the cancellation of this project and the use of its budget</p>
18	<p>AOB</p> <p>Share certificates: it is unclear if signed share certificates have been issued to numbers 4 and 10. Martin and Nicky at FEM discussed this and agreed that the quickest way to resolve this is for Nicky to send new certificates for Martin to sign.</p> <p>Martin has already signed and returned the certificates for numbers 2, 25 and 27. It is unclear what the status is of the certificate for number 21, as that sale was in progress and completed at the time of the move of managing agents to FEM from CPS.</p> <p>Update 28/07: Martin confirmed that he has signed share certificates for numbers 2, 4, 10, 25 and 27, and returned them to FEM. Miranda Leung has confirmed that the share certificate for number 21 was issued by Cromwell Property Services in April 2019. We are now up to date on share certificates – COMPLETED & CLOSED</p> <p>Sherif raised a question of the FEM share certificates validity – see AOB for 28/07/22</p> <p>Service charge demands: Martin and Robyn at FEM discussed the issue whereby owners who have already paid in full receive a mid-year demand. They agreed that an additional note will be included for those who have paid in full to explain the mid-year demand is for information only</p> <p>Permitted development rights: Michele raised this subject and its potential impact on CG. We will likely need to educate ourselves on this before discussing</p>	<p>Action: Martin to sign the certificates and return them to FEM and to raise a query with CPS to check if Miranda issued the certificate to number 21</p> <p>Action: Martin to diary a note to speak to FEM in May 2023 to confirm the details for this – COMPLETED</p> <p>Action: Martin to schedule a meeting agenda update when there is sufficient time to discuss</p>

Review of minutes & actions from meeting held 28/07/22		
1	Review of minutes/actions from meetings on 13/02/22, 17/03/22, 5/05/22 & 9/06/22	See above for updates.

	See above for updates.	
2	Service charge payments & outgoings update – Clare	
	<p>28/07/22 Clare issued an email to the group on 25/07/22 to summarise the income and expenditure position. She confirmed at the meeting that all but eight owners have now paid the full year service charge. Two owners have overpaid their service charge. Clare mentioned that FEM policy is to not repay anyone overpaying. FEM will start their chase-up process for the outstanding amounts. Outgoings are relatively light this time of year. The 50% deposit (£3450 incl VAT) for the gates repair has been paid by FEM. This will need to be repaid from the NatWest a/c. Clare has received a draft of the CG Annual Report and Accounts, which are due to be submitted by the end of September.</p>	<p>28/07/22 Action: Clare to contact FEM about those who have overpaid, so that the owners are aware of this.</p> <p>Action: Clare to circulate the draft Annual Report and Accounts to the group for review and comment.</p>
3	NatWest a/c access – James	
	<p>6/10/21 Clare suggested an additional signatory for the treasury bank a/c. James volunteered for this, which was agreed.</p>	<p>6/10/21 Action: Sara to ask NatWest to confirm the process to add a signatory and to request an up-to-date statement for Clare.</p> <p>James to add himself as an a/c signatory – COMPLETED</p> <p>Peter to pass the a/c chequebook to Sara – COMPLETED</p>
	<p>26/01/22 Clare now holds the NatWest a/c chequebook.</p>	<p>26/01/22 Action: James not yet added as a NatWest a/c signatory and statements for 2021 outstanding (required for company accounts ASAP) – Sara, Peter, James – COMPLETED</p>
	<p>17/03/22 James has been added as an account signatory and has setup online banking, but NatWest have still to confirm this. There are several ex-directors that need to be removed as signatories. Martin and Kingsley need to be added. Clare has sent an a/c statement to FEM for the preparation of the company accounts.</p>	<p>17/03/22 Action: James to send the link to Martin and Kingsley so that they can be added as signatories – COMPLETED</p>
	<p>5/05/22 James sent the link to Martin and Kingsley to add themselves as NatWest a/c signatories. Martin has completed this. Kingsley still to do</p>	<p>5/05/22 Action: James to clarify if we now have online banking for this a/c, who has access to it</p>

		and how it works around signatories. James to have ex-directors removed from the signatories list
	<p>9/06/22</p> <p>At the meeting, it became clear that there is still some confusion around who has access to which NatWest accounts and at what level eg online banking facilities. NatWest haven't helped this by sending somewhat confusing emails to some directors. Clare believes that a bank card might have recently been delivered to her home but addressed to James. She has forwarded this unopened to James.</p>	<p>9/06/22</p> <p>Action: Martin to raise this with James to try to clarify the current situation</p>
	<p>28/07/22</p> <p>NatWest continue to process our applications for management of the account, with security vetting emails still being sent to account signatories. They have set Martin up as the key signatory (it is unclear why, as this was not requested). James has received a card reader and card to enable online banking, but NatWest have suspended this facility for the moment. NatWest called Martin to check details for FEM, which they accepted. Clare confirmed that she holds the account chequebook.</p>	<p>28/07/22</p> <p>Action: James to update the group on the status of the account management at the next meeting.</p>
4	Gates repair & new phone line plan – James	
	<p>9/06/22</p> <p>There was discussion around the merits of using our existing contractor, Eagle Automation Systems Ltd, with which we have an existing maintenance contract versus shopping around for a cheaper quote for the repairs. The group agreed that we should use Eagle, as they advised us on the fault and therefore have "ownership" of their solution. It would also avoid any post-repair issues with the Eagle service contract.</p> <p>It was suggested that once repaired, we could open the gates automatically in the morning and then close them automatically in the evening, avoiding power and phone costs. We need to check with Eagle if this timed opening and closing functionality is available to us.</p> <p>Peter mentioned that there is also an existing issue with sensor pad, which will require a repair quote from Eagle. This work should be completed at the same time the motors are replaced. He also mentioned a drainage issue, which should be mentioned to Eagle. The NatWest a/c will need to be used to fund the gate motor repairs. The cost of this is £6900 incl VAT.</p> <p>This is a large, expensive project that needs to have a dedicated director coordinating the work with Eagle, FEM and CG comms to residents. A volunteer is needed for this. Without this in place, the gate repairs will likely take longer to complete and there would be an increased risk to the overall project success.</p>	<p>9/06/22</p> <p>Action: It was suggested that either Sara, Sheriff or James could take on the coordinating role – please confirm to the group if you are happy to do this and the gates phone line replacement</p>

<p>Robyn at FEM has recently reported to us that the Virgin telephone line we current use for the gates will be moved from copper wire to fibre (VoIP) effective 31/08/22. VoIP is not a practical solution for the gates, as we do not have space for a router and there is a risk of the internet service being unavailable, which would prevent the gates from opening.</p> <p>Robyn has suggested moving the phone line from Virgin to Entropie. The cost of this would be £99 installation fee then £13.95/month plus call charges. A new phone number would be required for the gates.</p> <p>The change from Virgin to Entropie should be managed as part of the gates repair project, so that when the gates start operating again, the new phone line provide is in place.</p>	
<p>28/07/22</p> <p>Entropie has confirmed that a traditional copper wire phone line is not already installed for the gates and if we wanted to make use of one to replace the Virgin line, Openreach would need to be employed (they would charge just to check if a line could be installed). Other options are VOIP with Virgin or a GSM (mobile) line.</p> <p>Eagle have confirmed that the replacement motors will be installed on Thu 4/08 and Fri 5/08.</p> <p>After some discussion concerning additional groundwork potentially required to assist drainage around the replacement motors, it was agreed that this would be investigated with Eagle directly. The mechanise for opening the vehicle gates automatically would also be raised. Discussions with Eagle would need to be done immediately as a decision is required to either proceed with the installation on 4/08 or defer to allow groundworks to be investigated/carried out.</p> <p>James will not be in CG when Eagle are scheduled to carry out the repairs, so Sherif volunteered to stand-in.</p> <p>It was agreed that resident comms will not be sent out, as Eagle have confirmed that vehicles will be able to enter and exit CG without issue.</p> <p>Once repaired, the gates will remain open until the replacement phone line is in place. Comms will then be issued to confirm when the gates will be reactivated.</p> <p>A 50% deposit for the repair has been paid to Eagle (£3450 incl VAT). Any additional groundwork costs are to be confirmed.</p>	<p>28/07/22</p> <p>Action: Sara to contact a company she has previously used for telecoms (Pink Connect) to check on our options and let James know the outcome so that he can progress the line replacement.</p> <p>Action: Peter to speak to Eagle directly to confirm any additional groundwork to be done (by a third-party) to assist drainage around the replacement motors and to discuss the vehicle gate opening mechanism. Peter to discuss the outcome with James.</p> <p>Action: James to confirm go/no-go on the repairs to Eagle, FEM and the group and the decision around groundwork.</p> <p>Action: James/Peter to engage a groundwork contractor and specify requirements.</p> <p>Action: Sherif to stand-in for James, assuming the repairs are carried out as planned on 4/08 and 5/08.</p>

5	Rent Charge Deed plan	
<p>6/10/21</p> <p>This is an ongoing issue that will require us to seek legal advice on options and best practice. In the meantime, James has written to the solicitor of the potential purchaser of number 25 to explain that this will take some time to resolve. A response has not been received.</p>	<p>6/10/21</p> <p>Action: James to provide Michele with documents relevant to the rent charge deed issue – COMPLETED</p> <p>Michele to request a quote from her conveyancing solicitor contact for work on resolving this issue – COMPLETED</p>	
<p>26/01/22</p> <p>Discussed and agreed that given the recent number of successful property sales (4) vs unsuccessful sales (1), this appears to be an issue related to certain mortgage lenders and their attitude to risk. It was agreed that we should proceed to seek definitive legal advice to use should this issue arise in the future.</p>	<p>26/01/22</p> <p>Action: Michele to engage her legal contact to start the work, thought to be c 4 hours @ £275 + VAT/h – COMPLETED</p>	
<p>17/03/22</p> <p>Michele has received feedback from the solicitors on the RCD issue. Kingsley and James have also provided their input. It was suggested and agreed that a sub-group would be formed to look at options and present recommendations, preferably at the next meeting in May.</p>	<p>17/03/22</p> <p>Action: Michele, Kingsley & James to form sub-group and aim to report back at the May meeting</p> <p>Michele to confirm current spend against £1k budget</p>	
<p>5/05/22</p> <p>Kingsley and Michele presented their current view on options for how the RCD issue potentially affecting freehold sales could be mitigated (PDF copy of notes provided by Kingsley at the meeting are distributed with the minutes, for information). Some more work on this needs to be done – Michele is consulting her solicitor on several points. James, Kingsley and Michele will meet to clarify options.</p> <p>A special meeting may be required to agree actions, as this is a complex subject.</p>	<p>5/05/22</p> <p>Action: Review at next directors meeting or hold a special meeting to discuss this further – James/Kingsley/Michele to confirm</p>	
<p>9/06/22</p> <p>Michele and Kingsley explained the two quotes from the two solicitors engaged to do the initial work on this. They vary in cost and approach.</p> <p>It needs to be clarified if FEM have any potential involvement in this once the solicitor starts the process off and how the owners comms will be done.</p>	<p>9/06/22</p> <p>Action: Michele and Kingsley to issue a summary of the quotes for review, so that a decision on which one to accept can be made</p>	
<p>28/07/22</p> <p>As Michele could not attend the meeting and Kingsley only had an audio connection for part of the meeting, it was agreed to defer this until a later date.</p>	<p>28/07/22</p> <p>Action: Michele and Kingsley to confirm arrangements for a</p>	

		<p>separate meeting to present their findings to the group.</p> <p>Action: Kingsley to engage Sherif to bring him up to date on RCD.</p>
6	Drains & roadway repairs – Clare, Martin & Peter	
	<p>9/06/21</p> <p>It has been a challenge to source a suitable Quantity Surveyor to review/ assess the status and the rectifications required to. One never responded, the other whilst originally enthusiastic did not want to lift manhole covers and is located too far away to offer practical assistance if required.</p> <p>Clare agreed to source alternative Quantity Surveyor post agreeing the exact wording of the brief with rest of Board</p> <p>Brief to include (not exhaustive):</p> <ul style="list-style-type: none"> • Check original drawings and see how much the levels are altered • Is it moving and what needs to be done to level it up • Identify what needs to be done to fix 	<p>9/06/21</p> <p>Action: Clare to liaise with Peter on requirement and source Quantity Surveyor – COMPLETED</p>
	<p>5/08/21</p> <p>Initial review carried out by Mark Jones from Haydn Evans. Their findings and recommendations issued to Directors by Clare for review. Peter has supplied original survey print for comparison with the current situation.</p>	<p>5/08/21</p> <p>Action: Clare to have original survey print scanned and to arrange for Thames Water to confirm if our drains are adopted. Drain survey to be carried out this year. The cost of this assumed to be funded from the treasury account – COMPLETED</p>
	<p>6/10/21</p> <p>Clare reported that it has been confirmed that CG drains have not been adopted and therefore the maintenance of them is our responsibility.</p> <p>The quote for a full CCTV survey of CG drains is £3,250 + VAT. This was agreed unanimously. The treasury a/c balance will be used to fund this.</p> <p>Clare has emailed documents detailing the work to all.</p>	<p>6/10/21</p> <p>Action: Clare to give Haydn Evans confirmation of our agreement to the CCTV work, preferably to be carried out before Christmas – COMPLETED</p>
	<p>26/01/22</p> <p>Agreed that the CCTV survey should go ahead on 3/02 & 4/02 (spend previously agreed at meeting on 6/10/21), potentially followed by £2200 for design work, should the survey identify that remedial work is required</p> <p>UPDATE: the CCTV work has been delayed by the contractor – new dates to be confirmed</p>	<p>26/01/22</p> <p>Action: Clare to engage Haydn Evans to confirm CCTV survey and potential design work – COMPLETED</p> <p>Martin to send out comms to residents via FEM to warn that vehicles should not be parked over manholes during the CCTV work – COMPLETED</p>

	<p>17/03/22 The CCTV work has been completed following a false start. Comms asking residents to avoid parking over manhole covers was issued by FEM. Clare has chased for the survey output but has yet to receive it.</p>	<p>17/03/22 Action: Clare to continue chasing Haydn Evans and update at the next meeting – COMPLETED</p>
	<p>5/05/22 Clare confirmed that the results of the CCTV survey of the drains have been received. The initial view is that the condition of the drains isn't quite as bad as previously thought, though the survey results need a thorough review to decide on the remediation plan.</p>	<p>5/05/22 Action: Clare to forward the survey results to all directors for review and further discussion on repairs – COMPLETED</p>
	<p>9/06/22 Clare has distributed the results of the CCTV survey to the group. It was agreed that the subject is too complex to devise and agree a plan at a directors meeting, and so a sub-group was proposed to focus on this. The group will consist of Clare, Martin and Peter</p>	<p>9/06/22 Action: Clare to arrange for the group to review the CCTV report and produce a recommendation with costings for discussion at a future meeting.</p>
	<p>28/07/22 Clare and Martin have individually worked through the drains repair recommendations received from Mark Jones (Haydn Evans) and the quotation for the remedial work from PCW Drain Services but cannot reconcile them. Martin has emailed Mark Jones to clarify a number of points so that a final proposal can be produced.</p>	<p>28/07/22 Action: Clare and Martin to prepare a proposal including costings for the drains repair work and present it to the group for review and sign off.</p>
7	Watering project trial for 25 to 31 – Peter	
	<p>17/03/22 Peter has compiled the list of parts required for the trial system and has surveyed the trial area. How the system will operate is still to be confirmed. Peter mentioned that on lifting the water meter cover for #33, he found water in it (whereas the one for 32 was dry, as expected)</p>	<p>17/03 Action: Peter to complete the plan and timescales for the watering trial and update at the next meeting – COMPLETED</p>
	<p>5/05/22 Peter confirmed that the scope of the watering trial has changed from Block B to the houses in the row from number 25 to number 31 inclusive. The budget of £1.4k is insufficient for the work and equipment required, and so Peter has suggested that the Estate office garage door replacement project is cancelled to move the £1k ie a total budget of £2.4k for the Watering project. The installation work will be done during May. The houses involved in the trail will receive a letter to seek their permission. The one-month watering trial will start in May.</p>	<p>5/05/22 Action: Peter to order the watering equipment – COMPLETED Peter to draft the letter to the residents regarding the trial and send to Martin – COMPLETED Martin to review the letter and ask FEM to send it to numbers 25 to 31 – COMPLETED</p>

	<p>9/06/22 The letter to explain the trial to numbers 25 to 31 was sent by FEM on 27/05/22. The trial hardware is still expected to be installed for numbers 25 to 31 during July. Number 26 has opted out of the trial. Concerns were voiced by the group around the potential rollout costs, likely payback period and cost saving should the trial prove successful. Rollout costs will need to be included in the 2023 budget review.</p>	<p>9/06/22 Action: Peter to provide details of the rollout costs and cost savings and anything else that will help us make an informed decision on the future of this project – COMPLETED Peter to ask Sara to look after this project while he is away Martin to note for the 2023 budget meeting agenda in late 2022 – COMPLETED</p>
	<p>28/07/22 Peter issued a paper on the predicted rollout costs and cost savings plus a summary to the group. It was agreed that the group needs to see the watering trial in action to make an informed decision on its potential rollout. The trial was due to be implemented at the end of July, which has already been communicated to the residents involved. However, Peter confirmed that this is now more likely to be late September when he is due to be back in CG. The trial houses will need to be updated so that they are aware of the revised schedule. Peter suggested he set up a single house demo for those residents involved in the trial and for others to see what will be implemented. Total expenditure for the trial only will be c £1k.</p>	<p>28/07/22 Action: Martin to draft and send comms to the trial houses to update them. Action: Peter to set up the single house demo. Action: Peter to put a plan in place to ensure the trial is implemented at the end of September.</p>
8	EV charging for number XXX	
	<p>17/03/22 FEM has asked us to decide how number XXX are invoiced for their EV charging. The options and reasoning for this were unclear to the group, so a decision was not made.</p>	<p>17/03/22 Action: Martin to speak to FEM to clarify the options and present a recommendation at the next meeting for a decision to be made – COMPLETED</p>
	<p>5/05/22 Having discussed the options, the concern around consistency and practicalities should other residents request to do something similar resulted in the decision to withdraw the facility for number XXX, with suitable notice given and a charge made for the electricity used to date. Peter confirmed that the power point can be locked, if necessary.</p>	<p>5/05/22 Action: Martin to agree with FEM how best to communicate the decision to number XXX – COMPLETED</p>
	<p>9/06/22 FEM has written to number XXX to inform the owner of the withdrawal of the EV charging facility. He called Robyn at FEM about this and didn't react well to the decision, saying he would charge his</p>	<p>9/06/22 CLOSED</p>

	vehicle from his home, which is not practical and present H&S issues. We will need to monitor the situation. CLOSED	
	28/07/22 Agreed as closed.	28/07/22 CLOSED
9	AOB – 28/07/22	
	New parking permits & CG Vehicle Code Clare will distribute the new (green) parking permits as per previous years. She does not need any assistance with this. The existing CG Vehicle Code will be reissued. Provisional dates for residents to collect their permits are Tue 13/09 and Sat 17/09.	Action: Clare to confirm the permit distribution dates to Martin , so that he can prepare the comms for FEM to issue to owners.
	Power socket in garages area After some discussion, it was agreed that the power socket by the estate office in the garages area should be locked. Jay to be given the keys.	Action: Martin to purchase a suitable padlock and pass all keys to Jay.
	Copenhagen Gardens summer event Sara passed on a suggestion from a resident that we hold a CG summer event similar to the one held in July 2021. This was agreed by the group. The event will be mostly self-funded, aside from a contribution of £50, which will be taken from the Gardening - labour & plants budget. It will likely be held in August with the actual date to be confirmed. Sherif volunteered to help organise.	Action: Sara to kick-off the organising of the event with Sherif and the resident who suggested it. Action: Sara to confirm the date and arrangements to Martin so that he can create the resident comms and they can be sent out with adequate notice.
	Jay's winter 2022 contract Peter confirmed that the winter contract from 2021 can be reused for 2022, as only minor editing is required.	Action: Peter to prepare the document and send to Jay for sign off before the winter contract is due to start.
	Share certificates Sherif raised a question of the FEM share certificates validity, as they do not include the CG company seal or the name of the director who has signed them.	Action: Martin to contact Nicky at FEM to discuss the issues raised and Sherif to provide input as necessary.
	FEM contract renewal Sara raised the point that the FEM contract is due for renewal shortly and asked if anyone wished to renegotiate it with FEM – there were no offers at the meeting to do this.	Action: Martin to issue a copy of the contract with the minutes, for information.
10	Date for next meeting Agreed for Thursday 15/09, 6pm at number 3 (Sara's).	Action: Martin to issue the September meeting agenda.