

COPENHAGEN GARDENS, W4

Minutes of Directors meeting held via Zoom Thursday 15/09/22

Attendees	Apologies
Clare McCaffrey Martin Barnbrook (minutes) Sherif Hefni Kingsley Gomes Michele Gibson James Marchant Peter Kosmalski Sara Malin (part of meeting)	-

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>Update 15/09: Michele confirmed that there are some local authority restrictions on running businesses, but none that are currently relevant to Copenhagen Gardens – CLOSED</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>Action: Michele to check for local laws around running businesses from home – COMPLETED & CLOSED</p>

Review of minutes & actions from meeting held 15/09/22		
2	<p>Service charge payments & outgoings update – Clare</p> <p>28/07/22</p> <p>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</p>	<p>28/07/22</p> <p>Action: Clare to contact FEM about those who have overpaid, so that the owners</p>

	<p>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.</p> <p>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.</p> <p>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>are aware of this – COMPLETED</p> <p>Action: Clare to circulate the draft Annual Report and Accounts to the group for review and comment – COMPLETED</p>
	<p>15/09/22</p> <p>Clare confirmed with FEM that their policy is to refund a service charge overpayment only when requested by the owner.</p> <p>Clare has circulated the draft Annual Report and Accounts, which all relevant directors have now signed off, enabling Clare to give approval to the accountants via FEM.</p> <p>Clare provided a summary of income and outgoings: 3 houses have outstanding balances on their service charge and are being chased by FEM. Outgoings were generally as expected aside from the gates repair work, which is being paid for from the NatWest a/c. Details are in the summary emailed by Clare on 15/09/22.</p>	<p>15/09/22</p> <p>Action: CLOSED (updates on income, outgoings & debtors at future meetings)</p>
3	NatWest a/c access – James	
	<p>6/10/21</p> <p>Clare suggested an additional signatory for the treasury bank a/c. James volunteered for this, which was agreed.</p>	<p>6/10/21</p> <p>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</p> <p>Clare now holds the NatWest a/c chequebook.</p>	<p>26/01/22</p> <p>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</p> <p>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.</p> <p>Clare has sent an a/c statement to FEM for the preparation of the company accounts.</p>	<p>17/03/22</p> <p>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 and how it works around signatories. James to have ex-directors removed from the signatories list</p>
	<p>9/06/22 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 Action: Martin to raise this with James to try to clarify the current situation – COMPLETED</p>
	<p>28/07/22 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 Action: James to update the group on the status of the account management at the next meeting – COMPLETED</p>
	<p>15/09/22 James confirmed that he successfully prevented NatWest from closing our account. He has also regained access to online banking, which needs to be tested.</p>	<p>15/09/22 Action: James to test the online banking facility with a £100 transfer from the NatWest a/c to the CG current account (which will be transferred back along with the outstanding £5k).</p>
4	Gates repair & new phone line plan – James	
	<p>9/06/22 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 one the fault and therefore have "ownership" of their solution. It would also avoid any post-repair issues with the Eagle service contract. 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>9/06/22 Action: It was suggested that either Sara, Sherif 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 – COMPLETED (James volunteered)</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 to risk to the overall project success.</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 – COMPLETED</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 – COMPLETED</p> <p>Action: James to confirm go/no-go on the repairs to Eagle, FEM and the group and the decision around groundwork – COMPLETED</p>

		<p>Action: James/Peter to engage a groundwork contractor and specify requirements – COMPLETED</p> <p>Action: Sherif to stand-in for James, assuming the repairs are carried out as planned on 4/08 and 5/08 – COMPLETED</p>
	<p>15/09/22</p> <p>James summarised the current status of the gates repairs: the ground work and motor repairs have been completed and the gates are in a working state once again. The existing Virgin phone line for gates has been disconnected and is being replaced with a mobile SIM system. James is waiting to receive the SIM from FEM, so that it can be installed and Telguard configured with properties phone numbers. Final tests can then be done before the gates are switched back on, with advance notice given to residents.</p>	<p>15/09/22</p> <p>Action: James to liaise with Telguard via Eagle to complete the SIM installation and system configuration.</p> <p>Action: James to confirm to Martin the new gates phone number and when the gates can be switched back on following successful testing.</p> <p>Action: Martin to issue comms to all residents to provide information in advance of the gates switch on.</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</p>	<p>17/03/22</p> <p>Action: Michele, Kingsley & James to form sub-group and</p>

	and agreed that a sub-group would be formed to look at options and present recommendations, preferably at the next meeting in May.	aim to report back at the May meeting – COMPLETED Michele to confirm current spend against £1k budget – COMPLETED (£ zero spend)
	5/05/22 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. A special meeting may be required to agree actions, as this is a complex subject.	5/05/22 Action: Review at next directors meeting or hold a special meeting to discuss this further – James/Kingsley/Michele to confirm – COMPLETED
	9/06/22 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. 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.	9/06/22 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 – COMPLETED
	28/07/22 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.	28/07/22 Action: Michele and Kingsley to confirm arrangements for a separate meeting to present their findings to the group. Action: Kingsley to engage Sherif to bring him up to date on RCD.
	15/09/22 Michele distributed a discussion/options paper for review and feedback by the group. Comms to owners can then be drafted for review.	15/09/22 Action: All to review Michele's paper and feedback – comments/questions to Michele or Kingsley. Action: Michele and Kingsley to draft owner comms for review.
6	Drains & roadway repairs – Clare, Martin & Peter	
	9/06/21 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	9/06/21 Action: Clare to liaise with Peter on requirement and source Quantity Surveyor – COMPLETED

<p>not want to lift manhole covers and is located too far away to offer practical assistance if required. Clare agreed to source alternative Quantity Surveyor post agreeing the exact wording of the brief with rest of Board 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>5/08/21 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 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 funded from the treasury account – COMPLETED</p>
<p>6/10/21 Clare reported that it has been confirmed that CG drains have not been adopted and therefore the maintenance of them is our responsibility. 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. Clare has emailed documents detailing the work to all.</p>	<p>6/10/21 Action: Clare to give Haydn Evans confirmation of our agreement to the CCTV work, preferably to carried out before Christmas – COMPLETED</p>
<p>26/01/22 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 UPDATE: the CCTV work has been delayed by the contractor – new dates to be confirmed</p>	<p>26/01/22 Action: Clare to engage Haydn Evans to confirm CCTV survey and potential design work – COMPLETED 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</p>

		discussion on repairs – COMPLETED
	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	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.
	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.	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 – COMPLETED
	15/09/22 Clare and Martin issued a drains repair proposal for review at the meeting. Peter raised a point concerning additional quotes for the work being obtained and included in a Section 20 notice for all owners, giving a 30 day consultation period. A decision on the proposal was not made at the meeting.	15/09/22 Action: Martin to consult Nicky at FEM for professional guidance on a Section 20 notice and its relevance to the drains repair proposal, then communicate this plus options to the group.
7	Hosepipe ban update	
	15/09/22 It was agreed via WhatsApp that residents would need to water their own windows boxes, hanging baskets and planters during the hosepipe ban to allow Jay sufficient time to concentrate on watering the larger planted beds. Martin produced the comms for residents to explain this, which FEM issued via email on 19/08 and Martin distributed flyers to each property on 22/08, with the ban came into effect on Wed 24/08. Peter asked Jay to stop using hosepipes and concentrate his efforts on watering the large flower beds. Peter could not confirm which areas Jay has been watering since the hosepipe ban came into force.	15/09/22 Action: none – CLOSED
8	Watering project trial for 25 to 31 – Peter	
	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)	17/03 Action: Peter to complete the plan and timescales for the watering trial and update at the next meeting – COMPLETED
	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	5/05/22

<p>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.</p> <p>The installation work will be done during May. The houses involved in the trial will receive a letter to seek their permission. The one-month watering trial will start in May.</p>	<p>Action: Peter to order the watering equipment – COMPLETED</p> <p>Peter to draft the letter to the residents regarding the trial and send to Martin – COMPLETED</p> <p>Martin to review the letter and ask FEM to send it to numbers 25 to 31 – COMPLETED</p>
<p>9/06/22</p> <p>The letter to explain the trial to numbers 25 to 31 was sent by FEM on 27/05/22.</p> <p>The trial hardware is still expected to be installed for numbers 25 to 31 during July. Number 26 has opted out of the trial.</p> <p>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</p> <p>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</p> <p>Peter to ask Sara to look after this project while he is away</p> <p>Martin to note for the 2023 budget meeting agenda in late 2022 – COMPLETED</p>
<p>28/07/22</p> <p>Peter issued a paper on the predicted rollout costs and cost savings plus a summary to the group.</p> <p>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.</p> <p>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</p> <p>Action: Martin to draft and send comms to the trial houses to update them.</p> <p>Action: Peter to set up the single house demo.</p> <p>Action: Peter to put a plan in place to ensure the trial is implemented at the end of September.</p>
<p>15/09/22</p> <p>Peter believes he will be back in the UK sometime between the end of September and the middle of October. When back, he will contact the supplier of the watering trial equipment (Water Irrigation) to confirm the legal situation around using it during a hosepipe ban, including the connection to the mains supply. This needs to be completed ahead of setting up the single house demo and trial houses.</p>	<p>15/09/22</p> <p>Action: Peter to provide confirmation, preferably written, of the legality of implementing the watering trial during the current hosepipe bin including connection of the mains</p>

		<p>supply from Water Irrigation. This is to be done before proceeding with the demo and trial.</p> <p>Action: Peter to confirm revised timescales for the demo and trial, which need to be communicated to the trial houses.</p>
9	CG share certificate issue – Sherif & Martin	
	<p>9/06/22</p> <p>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>9/06/22</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 – COMPLETED</p>
	<p>28/07/22</p> <p>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.</p> <p>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.</p>	<p>28/07/22</p> <p>Action: Martin to contact Nicky at FEM to discuss the issues raised and Sherif to provide input as necessary.</p>
	<p>15/09/22</p> <p>Sherif, Martin and Nicky at FEM discussed the share certificates validity question via email. Nicky believes the current certificates to be valid, but Sherif is concerned that as they do not include the CG company seal or the name of the director who has signed them, they may not be. Nicky confirmed that the certificates issued by Cromwell Property Services also do not include a company seal or directors name (though some might).</p> <p>Sherif proposed the following solution, which was agreed by the group: purchase a cheap company seal (< £50) and then issue a comms note to all owners via FEM to offer to retrospectively add the seal to all existing share certificates plus the name of the signing director. The days and times Sherif will be available to update the certificates will be included in the comms.</p> <p>For new share certificates, the name of the director will be printed, and the company seal added.</p>	<p>15/09/22</p> <p>Action: Sherif to arrange the purchase of a CG company seal.</p> <p>Action: Sherif to draft a comms note to owners and liaise with Martin for it to be sent out via FEM.</p> <p>Action: Sherif to schedule days and times when he will be available to update existing share certificates and include this in the comms.</p>
10	Request from number XXX for a residents (owners) vote on disabling the gates – All	
	15/09/22	15/09/22

	A proposal by the owner of number XXX requesting a vote by owners to permanently disable the gates as they serve no purpose was discussed by the board and a vote held, which was unanimous against the proposal as it would reduce CG security, especially at night.	Action: Martin to confirm the decision to FEM for them to inform the owner of number XXX.
11	Spend approval process for ad hoc/non-budgeted work/items – All	
	15/09/22 Peter recently raised the question around approval of unplanned/non-budgeted/unexpected expenditure. The group agreed the following process: the director requesting approval for the expense needs to obtain 3 other directors written approval (via email or WhatsApp) with all other directors copied.	15/09/22 Action: Martin to issue a process note to the group.
12	Tree pruning (2023 budget proposal)	
	15/09/22 This should be submitted for review at the 2023 budget meeting to be held in November.	15/09/22 Action: Sara to submit tree pruning budget proposal (see item #13).
13	2023 budget preparation – Clare/Martin	
	15/09/22 The 2023 budget meeting agreed for early/mid-November to allow time for FEM to issue the 2023 service charge demands in December. Clare and Martin will confirm the budget process for this year, which will be sent out ahead of the meeting to allow time to prepare. Directors will need to nominate projects for review at the meeting.	15/09/22 Action: Martin to issue budget process and timeline in early October.
14	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. 15/09/22 Clare is in the process of distributing the 2023 parking permits and code, with the final collection date of Mon 19/09. A reminder comms was sent out on Thu 15/09 as only 6 had been collected by then.	Action: Clare to confirm the permit distribution dates to Martin , so that he can prepare the comms for FEM to issue to owners. 15/09/22 Action: Clare to confirm all permits collected.
	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. 15/09/22 Martin confirmed that he purchased a padlock, which has been installed on the garage office power supply and the keys passed to Jay – COMPLETED & CLOSED	Action: Martin to purchase a suitable padlock and pass all keys to Jay.

	<p>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.</p> <p>15/09/22 Sara confirmed that the resident who proposed the event was too busy with work to help organise, therefore she cancelled it. The question of the viability of a Christmas event (and Christmas tree) was raised by Martin, given the lack of interest in making practical efforts to organise such things. Potentially to be discussed at the next meeting – CLOSED</p>	<p>Action: Sara to kick-off the organising of the event with Sherif and the resident who suggested it – CLOSED</p> <p>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 – CLOSED</p>
	<p>Jay's winter 2022 contract Peter confirmed that the winter contract from 2021 can be reused for 2022, as only minor editing is required.</p> <p>15/09/22 Peter has confirmed that we will have Jay's winter 2022 contract written and signed off by the end of October.</p>	<p>Action: Peter to prepare the document and send to Jay for sign off before the winter contract is due to start.</p> <p>15/09/22 Action: Peter to prepare Jay's 2022 winter contract and liaise with Jay to have it agreed and signed.</p>
	<p>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.</p> <p>15/09/22 There were no responses to the distribution of the contract following the July meeting. At this meeting, site visits were discussed, as some of the directors would like to be involved in these in the future. The renewal terms were also discussed, which Michele will discuss with Nicky at FEM. The contract renewal/review date is 1st January, with 3 months notice to agree any changes ie by 1st October.</p>	<p>Action: Martin to issue a copy of the contract with the minutes, for information – COMPLETED</p> <p>15/09/22 Action: Michele to contact Nicky at FEM to discuss site visits and the contract renewal.</p>
14	<p>AOB – 15/09/22 Using Zoom for our online meetings is proving difficult due to the 40 minute meeting limit for free accounts. Other options are available, including changing to a paid Zoom account, Microsoft Teams and Google Meet, which might be more suitable.</p>	<p>Action: Martin to investigate alternatives to Zoom and to consider a Zoom paid account.</p>

15	Date for next meeting – 2023 budget setting Agreed as Thursday 17/11 6pm via Zoom.	Action: Martin to issue the November budget meeting process and timeline by mid Oct, followed by a meeting request.
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