**DECISION LOG FEBRUARY 2015-APRIL 2015**

**February 2015**

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| 4.3 | Agreed to wait for all leaseholders’ statements to arrive before taking action re Omnia’s response during handover period. |
| 4.4 | Agreed to review timing of proposed meeting for leaseholders with representatives from Board and gvt at next meeting. |
| 5.1.2 | Agreed that guidance notes for leaseholders intending to sell their property would be produced. |
| 6.1, 6.2 | New responsibilities for Board members were agreed; these would not be published. |
| 6.3 | New title ‘Head of Facilities Management’ agreed. |
| 7.1.3 | Possible imposition of breach of lease fee for debtors to be reviewed next week. |
| 7.1.4 | Agreed: monthly schedule of payments to suppliers to be signed off by Board. |
| 7.2.2 | Victoria bin store gates: agreed to obtain quote for new doors and cost for upgrading current gates. |
| 7.2.3 | Kingswood: new fire system automatic opening vent approved.  |
| 7.2.4 | Gym: purchase of new upright cycle approved. |
| 7.2.5 | Pool redecoration: approved for an appropriate time; query why only one quote?; rusty fittings in showers and changing cubicles door hooks need investigation. |
| 7.4.2 | Four aluminium 10mph signs to replace pedestrian warnings approved. |
| 7.5.2 | Agreed to undertake houses/flats signage review at some point in future. |
| 8.1 | Newsletter to be sent to Neville and NENG. |
| 8.2 | Agreed: £50 from petty cash to be donated to Neville’s charity. |
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| 3.1.2 | Agreed: dealing with resales (including any issues arising) will be outsourced to solicitors. |
| 4.2 | Agreed: email and letter to be sent to Omnia tomorrow requesting details of complaints handling procedure. |
| 5.1.2 | It was agreed to hold an informal open evening, with refreshments, on 26 March, 7.30-8.30pm.  |
| 6.1 | Agreed: all files now to be saved using the following format: yyyy.mm.dd. |
| 6.2 | Agreed: items pre-2004 of possible future historical interest to be boxed. |
| 6.3 | Agreed: large box file per year to be set up; current documentation to be saved on USB stick. |
| 7.1.2 | Expenditure on lifts in Sheaf 2 ratified. |
| 7.1.3 | Expenditure protocol agreed: SJ to produce monthly list of invoices to be paid to check expenditure. |
| 7.5.2 | Agreed to support application for tree removal at 5 VC; approval to be added to council website. |

**April 2015**

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| 3.1 | Named director to undertake two month trial for finance role. |
| 3.10.1 | Barclays to be contacted re additional requirements for managing account. |
| 3.12.1 | Council to be requested to notify NEMC as a body of relevant applications. |
| 4.1 | Email to be sent to Omnia requesting documentation and information still outstanding. |
| 5.1 | Draft documents on ‘selling your property’ approved. |
| 5.6 | Agreed: income from resale documentation would be added to estate leisure suite reserves. |
| 6.2 | Expenditure protocol ratified. |
| 6.3 | Agreed: directors to monitor expenditure in turn. |
| 6.4 | Key to office door to be available for directors. |
| 7.2.2 | Purchase of new key pads approved. |
| 7.5.2 | Amended parking notice approved. |
| 7.5.3 | Small speeding notice approved. |
| 7.6.1 | Decision on satellite dish at 2 Osborne Walk ratified. |
| 8.0 | Items (and contributors) for April newsletter agreed. |