

OFFICIAL

Burntbroom Residents Committee Meeting

02 Feb 2022

19:00hrs

Teams

Meeting called by:	Trina Norquay	Type of meeting:	Committee Meeting
Facilitator:	Trina Norquay	Note taker:	Anne Mullen
Attendees:	Julie Morrison Steven Morrison Julie Lung Trina Norquay Elaine Harmon Anne Mullen Catherine Scott Robert Wardie		

Minutes

Agenda item: Treasure Repot & 2022/23 Fees **Presenter:** Julie Morrison

Discussion:

Update provided by the treasurer on the current account balance sheet. This excluded payments to the gardener which were being challenged (pending confirmation of attendance) and forthcoming gardeners fees for Feb, March and April. In addition to this commitment made for tree works. Treasurers report and discussion re. new gardener (see below) informed decision to maintain current Green Fees rate for 2022/23.

Conclusions:

The team agreed on keeping the fees at £90 per household for 2022/23.

Action items	Person responsible	Deadline
✓ Bank handover	Julie Morrison	ASAP

Agenda item: Roles and responsibilities **Presenter:** Trina Norquay

Discussion:

The treasure is looking to step down and would like to have all the new banking in place for the fees. AM has offered to do this role; therefore, the secretary role is now available. The person who had offered to take this role was not at the meeting to confirm they still wish the role.

Conclusions:

Secretary role requires to be filled.

OFFICIAL

OFFICIAL

Action items	Person responsible	Deadline
✓ Confirm Secretary role for 2022/23	Trina Norquay	AGM

Agenda item: Garden Contractor **Presenter:** Steven Morrison

Discussion:

A presentation was given on new contractors that had been contacted and associated yearly costs and details of new contracts. A vote was taken and the decision to hire a new organisation was made.

It was noted that we have a tree contractor due for a walk round and assessment next week, this will help us assess what budget is require for works.

Conclusions:

Plourde will now be our new contactor for 2022/2023.

An email will be sent to ASY to terminate all works

Action items	Person responsible	Deadline
✓ Plourde confirmation of new contract	Steven Morrison	ASAP
✓ Email to terminate ASY	Trina Norquay	ASAP
✓ Tree walk around	Steven Morrison	ASAP

Agenda item: Newsletter **Presenter:** Trina Norquay

Discussion:

It was agreed EH will proofread the newsletter and we will have theses printed. It was agreed that we would send the newsletter and fee invoice as two separate documents. We will also investigate putting these in envelopes with address labels to encourage people to read them. Items to be placed within the newsletter was discussed with the team.

CS, JL and RW offered to help with the fee collection letter drops and collection of late fees.

Conclusions:

Newsletter to be created.

Action items	Person responsible	Deadline
✓ Newsletter	Trina Norquay	End of Feb

Agenda item: AGM **Presenter:** Trina Norquay

Discussion:

Proposed date is 12 May, we will look at costs to hold this in person near the estate.

SM asked if anybody wishes to take over updating the website. AM noted that she will ask her brother who works in IT to see if it can be improved any. RW noted we should ask the estate as a younger person may be interested in this task.

A resident has emailed requesting that they pay to have a tree cut down. A discussion took place on this and the setting of a president or indeed causing upset to other residents with trees near their property. SM will ask the tree surgeon for his evaluation of the tree before a decision is made.

Conclusions:

The AGM will be held in person.

Action items	Person responsible	Deadline
✓ Contact Venues	Anne Mullen	ASAP

OFFICIAL

OFFICIAL

Action items	Person responsible	Deadline
✓ Tree removal request	Steven Morrison	ASAP