

Burntbroom Residents Association

23/09/2020

19:00hrs

Zoom Meeting

Meeting called by: Trina Norquay Type of meeting: General Meeting

Note taker: Anne Mullen

Attendees: Julie Morrison
Steven Morrison
Cat Barr
Trina Norquay
Elaine Harmon
Julie Lung
Agnes Doyle
Anne Mullen

Apologies Catherine Scotland
Jean Cushley

Minutes

Agenda item: Handover Meeting Presenter: Anne Mullen

Discussion:

Summary brief provided to committee members following office bearer handover.

Conclusions:

n/a

Action items	Person responsible	Deadline
✓ Distribute Minutes	Anne Mullen	n/a

Agenda item: Tree Tour Presenter: Trina Norquay

Discussion:

Previous committee member facilitated an estate walk around to providing summary of the current tree works and providing guidance on what was considered estate property or otherwise. Work ongoing by the tree surgeon. Some areas around the estate where ownership (responsibility for maintenance) was unclear. Significant level of work undertaken this year in tree management following survey of the estate. The previous committee were considering option to survey and a tagging exercise for support tree management in the future. Further action required to understand cost and benefit of this approach.

Conclusions:

New committee to consider tree management approach for the estate

Action items	Person responsible	Deadline
✓ n/a	n/a	n/a

Gardening Works

Presenter:

Agenda item:

Discussion:

A discussion took place around the new contractor and how some residents feel that standards have dropped. It was agreed that the gardener contract would be obtained by the committee to clarify what we should expect from our gardener, then decisions can be made regarding future gardener contracts. Option to change our gardening contract should be considered, particularly if the change in management leads to a significant increase in cost. Further discussion took place regarding new ideas for the estate's green areas, with many people taking a greater interest in the environment and providing habitat for wildlife.

Conclusions:

The committee agreed that a walk around to understand what was in/out of scope for the gardener and explore more wildlife friendly options on the estate. Agreed this would be undertaken on 17/10/2020

Action items	Person responsible	Deadline
✓ Obtain Garden Maintenance contract	Anne Mullen	17/10/2020
✓ Estate walk around	Anne Mullen	17/10/2020

Agenda item: Website

Presenter:

Discussion:

The website was launched a couple of years ago. Consideration to be given to ongoing sustainment given low footfall. Annual fee has been paid to 2021. SM volunteered to take on management of the current website and explore improvement / launch of a new website to attract more visitors. Handover of website admin to be completed with previous admin.

Conclusions:

SM will work on a new website

Action items	Person responsible	Deadline
✓ New website	Steven Morrison	ASAP

Agenda item: Communication with residents

Presenter:

Discussion:

Following discussion regarding the existing association website, the focus moved onto other methods of communication with residents, existing and use of new platforms to engage with residents. It was agreed that the creation of a community facebook page for more regular and community based information sharing, such as local events, police incidents as well as potential of facilitating polls on future improvement works on the estate. It was noted that this we will need to manage the page effectively to ensure that we don't get into naming and shaming or inappropriate posts. It was also agreed that a newsletter should be constructed and issued to all residents to provide an update on the establishment of a new committee. This should include the distribution of a new association email address to allow residents to communicate with the association throughout the year.

Conclusions:

Facebook page and newsletter to be created.

Action items	Person responsible	Deadline
✓ Facebook Page	Cat Barr	ASAP
✓ Email address	Trina Norquay	ASAP
✓ Newsletter	Anne Mullen	ASAP

Agenda item: Finance update **Presenter:** Elaine Harmon

Discussion:

The treasurer noted that all paperwork to update the names has been sent to the bank as of yet she has not heard anything back from them. Digital banking set up for the account which will facilitate option of collection and management of green fees digitally rather than traditional methods (cash and cheques) . There was discussion regarding direct debits, but concluded that this would not be an option, but faster payments will, with residents providing details of address as their payment reference numbers.

Conclusions:

Awaiting confirmation of transfer of signatories for the association bank account

Action items	Person responsible	Deadline
✓ n/a	n/a	n/a

Agenda item: Community Events **Presenter:**

Discussion:

A discussion took place regarding the role of the association beyond that of management of the common areas. It was understood that historically they had encouraged community events (and spirit), arranging charity events for example. This was something committee members would like to re-establish in the community, however it was agreed that given current circumstances, restrictions and anticipated second wave that we would focus on digital communication, generating more interest and get more residents involved with the committee and explore community events in 2021.

Conclusions:

n/a

Action items	Person responsible	Deadline
✓ n/a	n/a	n/a