

Leasehold Standards Panel

Thursday 13th December 2018

Committee Room 2B

Civic Centre at 7pm

Present: Lynn Potter, Claire Hicks, Gaynor James, Darrell Thomas (Chair), Annette Hogan, Zulfi Kiani-Mackintosh, Frank Feldman, Paul Bidgood, Steve Ward.

Minute Taker: Jordan Gallagher

Item No.	Description	Action by:
1.	<u>Welcome and introductions</u> DT welcomed the panel. An introduction of the panel members was not needed.	
2.	<u>Apologies</u> Margaret Mckenzie and Lydia Marquer.	
3.	<u>Minutes of last meeting and matters arising</u> The minutes were agreed. Repairs Report- DT had previously pointed out a job dated January on the repairs report- it has now been removed. Work Plan- ZK provided the panel with a copy of the work plan however still needs to add amendments sent by AH.	
4.	<u>Major Works- Update on External works programme- Lynn Potter - Home Ownership Manager</u> LP gave an update and answered any questions raised by the panel.	

	supervisor at their meetings and arrange a visit to the block..	
11.	<p><u>Statement of Account- Gaynor James Home Ownership Team Leader</u></p> <p>A copy of the Statement of Accounts was provided in the packs A list of presentations to be presented at the forum has been included to try and prompt people to attend.</p> <p>ZKM to rejig the format in respect of the Leasehold Forum advert and get back to CH/GJ by tomorrow.</p>	ZKM
12.	<p><u>Update Leasehold Management Policy-Lynn Potter Home Ownership Manager</u></p> <p>LP provided the policy in the packs for the panel to look through and get back with any suggested updates. Updates to be given by January Meeting.</p>	Panel
13.	<p><u>Work Plan 2017/18. The Panel</u></p> <p>ZKM went through the work plan with the panel and amendments were made as requested by the panel The plan to be updated and re-sent. The panel requested that the plan was updated at meetings.</p> <p>LP to invite Alison Curtis to the next meeting to go through the estimates.</p> <p>CH to speak to Head of Revenues and Benefits to see if services provided to leaseholders can be billed through the sundry debtor system for HTS.</p>	ZKM ZKM LP CH
14.	<p><u>A.O.B</u></p> <p>LP stated that Veolia and the Recycling team had been invited and have accepted to present at the Leasehold Forum on 27/03/19.</p>	
	Next meeting is 17 January 2019	

