

6. Role of the Secretary
<p>A short discussion took place on support for the Chairman and it was agreed that sub-committee Chairmen will deal with correspondence on behalf of their sub-committees but all correspondence will be run past the Chairman first. The bigger issues will be dealt with by the main committee, e.g. the play area.</p>
7. Chairman's Report
<p>The Chairman advised that he will circulate a quarterly newsletter to residents, starting in February, after the next committee meeting had taken place.</p> <p>The Community Association was formed by residents to help resolve collective issues and promote a sense of community for those who lived and worked at Bakers Mill and the committee represents the whole Bakers Mill community when dealing with outside agencies and when involved in community activities.</p>
8. Treasurer's Report
<p>There were no significant changes to the accounts from those published at the AGM. Following the resignation of Gareth Cole a further signature is required on the bank account. It was agreed that PO and LP would be additional signatures. ACTION: GM to make arrangements with NatWest.</p>
9. Leaseholders Report
<p>PP reported that there were still ongoing issues with the roof at Bakers Court and he was in contact with Barratts to resolve the issue.</p> <p>He identified three issues that were currently of particular concern – the play area, the footpath and the culvert – and the committee agreed that the facts on these issues should be researched and established so that a way forward could be agreed. It was proposed that working parties could be set up to take these issues forward.</p>
10 Grounds Report
<p>The committee noted from the annual accounts that the cost of grounds maintenance appears to have increased and questioned what we are obliged to do and what we wish to do. ACTION: LP to raise the cost of grounds maintenance with Homes & Watson, and the cost of insurance.</p>
11. Social Report
<p>The quiz night and pantomime would take place in December and the sub-committee would look at new events for next year. All suggestions welcome.</p>
12. Homes & Watson and Contractors
<p>LP, PP, RR and JPDB had recently met with Homes & Watson and discussed a number of issues:</p> <ul style="list-style-type: none"> • CT East will be quoting for the cleaning contract. H&W have been asked to provide a direct comparison between CT and the current cleaning contractor so that the committee can make an informed decision. • H&W will send a newsletter to residents in Meadow Court on the disposal of refuse. UK Parking have been appointed to deal with parking issues at Bakers Court and a newsletter, setting out residents' obligations under their leases, will be circulated. PP to put some words together. If successful, UK Parking

	<p>may be asked to cover Meadow Court.</p> <ul style="list-style-type: none"> • Decoration of flats – a contractor will be appointed by the end of January with work starting in the spring. • Repair of the wall in Meadow Court. • Parking signage in Bakers Court needs refreshing; visitors' spaces to be re-marked with yellow lines and those areas to be kept clear (supervised by PP). • The play area has been decommissioned.
11.	Future Meeting Dates
	19 th February, 30 th April and 2 nd July 2015