

Rivermead Residents Meeting, 23rd January 2017

Present: Pam, Gill, Marie, Tim, Julian and Louise (notes)

Tim confirmed the current number of members of the residents association is 20. Pam will create a notice for the notice board informing residents that it's not too late to join.

There is a new Assistant Caretaker Tony, who has been in post around two weeks. Julian will meet with Tony and Daz on Tuesday 24th Jan as there seems to be some tension between them and feedback from residents has not been particularly positive. It is hoped that going forward both members of staff will be more accommodating and friendly.

Julian will check that both Tony and Daz have access to all necessary areas and keys.

The hours of work are supposed to be 8-5pm Monday to Friday with an hour for lunch for both Tony and Daz and 10-12 on a Saturday for Daz. Residents noted that on some days there hasn't been anyone on site until 5pm.

Julian agreed that the site could get an apprentice at some stage in the future, however the priority is currently to obtain some stability on site.

Julian agreed that a formal procedure guide could be produced listing tasks etc. so that Tony and Daz can refer to and would also be useful if either or both left.

Julian said that he would look into whether he has a schedule of when routine maintenance is due to take place on the lifts and if so these dates would be displayed on the notice boards. Notices that a lift is out of order would also need putting on every floor, this is often not done.

Closers on the doors could be a little job that the staff could do regularly (there are often problems with the speed as to which the front doors close) and added to the job list. Problems with front door keys not working should be reported to Tony or Daz.

The committee commented that they were pleased with the way the site was looking.

Julian will arrange for the 'pigeon man' to visit the site again.

Julian will also arrange to get some additional hatching painted to the left hand side of the exit.

A separate notice board to display contractors business cards etc. Was mentioned but it was felt that there wasn't a great deal of room in the blocks to house another notice board. It was decided that an electronic directory of preferred contractors to display on the website would be a better idea. The notes of meetings could also be added to the website. Tim will send Louise login details for the website so she can see if she is able to update the site.

Next meeting date: 6th March 2017