**Thornhill House Residents’ Association meeting notes.**

**Meeting date/time: Wednesday 18th September 2013, 7.30pm**

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| **Item** | **Key points discussed** | **Action Required/ By whom** |
| 1. Website and email feedback from Colleen | Colleen described previous website. Contains a lot of information, including historical information. Unsure whether all the info (i.e. floor plans and people’s door numbers) should be public information. Lee explained that floor plans were in the public domain but any individuals referenced in the published minutes could ask for their names to be redacted. Colleen also concerned that previous website is still the primary contact for queries about the community room. She had asked for this to be changed but this has not yet happened.  Colleen asked committee what kinds of info / elements should be on the website. Ideas suggested: blog, history, contact, gardening club, community room, events, bike shed | James to follow up re. community room contact on the website.  Colleen to continue with website design. |
| 1. Aerial update | James concerned that aerial fitter couldn’t complete the work because tiles were in the way.  Some issues with 4G interference – residents can search Google for a free service to fix this. | Lee to follow up with contact details for the installation process. |
| 1. Suggestion box | James has installed.  Two items of post – aerial circular and food waste posters. No replies required. |  |
| 1. Bike shed | Penny has drafted a letter to go to residents about the bike shed. Discussion about payments. Paypal, cheque or postal order.  Unclaimed items to be sold at a jumble sale after October. | James to get TARA account details from Ray and set up paypal account.  Penny to distribute letter this week. |
| 1. Gardening | Claudia, Kaz, Colleen, Anu, Stephanie have started tidying up the garden. THANK YOU! |  |
| 1. Consultation letter | See 4. Penny to leave letters and James to leave minutes in the room opposite the community room. | Committee members to collect and distribute to their blocks. |
| 1. Use of community room | There had been an issue with a non-paying group (Sewing group - Jessica) complaining that the community room wasn’t being cleaned.  Chargeable groups to be charged in future – council guidance is £5-11/hr. It was suggested that this might be prohibitive for the sewing group and a concessionary rate should be charged. Lee suggested that the group could be offered the room for free if they cleaned it after each visit. Anu suggested that they were charged per use rather than per hour. Agreement that the sewing group should be charged £10 per use.  There is also use from Brian Potter for the Islington leaseholder assoc., local councillors and Legion Close TARA, of which only Brian Potter’s group can be charged. Agreement that £11/hr should be charged.  Suggestion to include booking calendar on website. James to try to embed THRA Google calendar. | Penny to produce rota for cleaning.  Penny to contact Sewing Club  Colleen to contact Brian Potter  Colleen to give website login details to James to add calendar |
| 1. Banking update | Account name updated. £976.75 in account. Committee members signed various forms.  Lee reminded committee they had not applied for their admin and publicity grant. | Ray to continue paperwork.  Lee to send application to James. |
| 1. Constitution | James signed constitution as secretary. |  |
| 1. AOB | James and Kaz have seen a rat in the garden. Pest control have laid bait but after two weeks no evidence of rats. No further action needed.  Complaints about dog fouling on the street outside TH. Penny to forward concerns to council with a view to signage being installed near TH.  Further concern about damage to front doors. Discussion about installation of CCTV – this thought to be too logistically complicated. Further discussion next meeting about installation of dummy cameras.  Lee informed committee about environmental improvement fund – we will be contacted soon to be given opportunity to bid for funds.  Trellis is rotting – will soon fall down and could be a hazard. Agreed that it should be taken down and reinstated, possibly with funding from the environmental improvement bid.  Storage rooms discussed. Concerns about gas canister storage, unfair use and non-resident users.  Next meeting agenda (Next meeting 6th November):   1. Review previous minutes 2. Further discussion of TH storage room usage – THRA to pursue safe/fair use through the council/Lee 3. Dummy cameras 4. Environmental improvement bid 5. AOB 6. Next agenda | Penny to contact council re dogs  James to distribute agenda in time for next meeting.  Gardening group to contact Lee re taking down of trellis. |