

# Woodilee Residents Association

Committee Meeting CM2021-04 – 7pm, 13<sup>th</sup> Apr 2021 – Online MS Teams Meeting

## Minutes

### 1. Welcome and Apologies

Ewan opened the meeting, welcoming attendees to the meeting.

In attendance were:

- Ewan Miller (EM)
- Paul Ellison (PE)
- Gordon Jahn (GJ)
- MJ Dias (JD)
- Stuart McIntyre (SM)
- Neil Logue (NL)
- Marie MacAuley (MM)
- Shona Angus (SA)
- Joanne Hogan (JH)
- Melissa Syme (RMG) (MS)

### 2. Approval of Minutes and Matters Arising

#### a. Last Committee Meeting Minutes

Previous meeting minutes are approved and published at <http://www.woodilee.org.uk/committee-meeting-cm2021-03/>

EM proposed / MM seconded.

#### b. Matters Arising - Ⓐ items from minutes

Reference	Action	Assignee
<b>AGM2020 – 3.2</b>	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	PE
PE not been able to validate the cash position and various accounts have been provided so this has formed part of a formal complaint on 30 <sup>th</sup> March. RMG claim there's no legal requirement to provide this information.		
MS had meeting both agreed that a formal complaint was the correct vehicle to force a conversation within RMG and establish a correct basis.		
PE says it's impossible to validate the accounting information based on currently available information.		
JD asks for the next escalation state – PE advises that it's escalation via RMG first and from there it's to a tribunal. MS states that RMG will not let the complaint reach that point.		
PE says that lots of information has come – various income and expense, but some reports conflict. Vast majority of information is available to do full picture after establishing starting point.		
<b>CM2020-12 – 7a</b>	Gordon to reintroduce revised constitution at a future meeting	GJ
Carried forward – MS advises that AGM is required every year but constitution could be approved at the next AGM – aim to bring to the next AGM for approval. Suggest keeping AGM in September.		

Reference	Action	Assignee
<b>CM2020-12b – 2b-1</b>	Agree process to get regular site debt updates / follow up information	PE
PE – conversation had but set up meeting needed; close this action and new item:		
Ⓐ CM2021-04-2b-1: Set up with regular debt updates Melissa and Lisa		
<b>CM2020-12b – 5-2</b>	Seek better understanding of the legal position and what the Committee can or cannot do in respect of restricting use of the MUGA should this continue to be an issue	EM
Position is that it is jointly owned by the owners and confirmed in the Action Log Item.		
Close item		
<b>CM2020-12b – 8</b>	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
Carry forward		
<b>CM2021-02-2c</b>	Ewan to pass on list of H&S items to be checked	EM
Close – now covered by Action Tracker		
<b>CM2021-02-4</b>	Request information on the wall risks from Osterna / RMG	EM
MS – Steven has been in touch and Persimmon are coming back to beef up the fixings. Report on wall coming to be shared with us first and subsequent sharing on RMG Living / website.		
Carry forward		
<b>CM2021-03-03a</b>	Enter discussions with Envirocentre and provide binding commercial proposal for survey and design works	MS
Has the report to go into this weeks pack – 4 page proposal to be sent with tracker including detail of what would happen on Thursday.		
Carry forward		
<b>CM2021-03-03b</b>	Instruct further asbestos testing	MS
Quote shared – various aspects removed from first quote as no longer required. Samples to be taken right beside path hoping for clear ground. On bridle path, samples near the “secret garden” and these are taken 1m down.		
EM proposed / GJ seconded that work be completed. Close item – await results then review.		
<b>CM2021-03-03c</b>	Instruct playpark repairs as agreed/presented in Action Log	MS
Playpark repairs have now been instructed – they’ll now order parts and let us know when onsite / completed.		
Close item – refer to action for Action Log for this going forward		
<b>CM2021-03-03d</b>	Provide sign designs / costs for playparks	MS
Awaiting designs - carry forward		
<b>CM2021-03-04</b>	Provide proposals for where additional monies may be useful / how it could improve the maintenance plans	MS
Close – covered by budget discussion		

### 3. Update on finances/Budget

EM keen to understand situation. MS / RMG aim is to have sufficient cash flow for the coming year. Budget is made up and then we can decide to add a contingency; if underspend occurs, money can be returned at end of year. If additional work is required that is not budgeted, an additional cost would be incurred.

PE suggests splitting out budget and commercial engagements...

PE overview – one of the queries outstanding is what the reserve balance. Money has gone in this year that wasn't spent, so trying to understand what's there. Numbers are there, but there's little context around these – PE / LP / MS had meeting but PE requesting that sufficient information is available around the budget to allow the decisions to be taken.

PE thinks there should be notes around why different amounts are proposed – also there's a general reserve amount (£15k) – asked for details on things like playground maintenance and trees to understand what the average amount spent in these areas is and without understanding the actual outturn costs.

EM asks if it can be done as RMG are the only place that can provide this information.

MS suggesting that there are no numbers, but they must be based on estimates / averages.

PE understand that many costs will be estimates but we must be able to explain how it came about and the RA can defend that budget.

Ⓐ CM2021-04-03a: MS to provide commentary items by Thursday

PE – general background is backlog of work on asbestos and stairs, circa £30k expenditure. Few others things like trying to build up a reserve following reserves being refunded in error – anything not spent should remain as accounting reserve.

Suggestion is that an estimate of £240 pa will not be satisfactory and it may be necessary to cut / move items out of budget and into discrete spend. Plan is to present and then look to discuss / approve before the next meeting. Narrative is definitely that costs will need to rise to address items that have not been fixed in past years.

EM asking about the situation with Root One – 28 days notice if performance is poor. 1<sup>st</sup> May – 31<sup>st</sup> April is the contract term. If budget not approved, it can be extended month to month. PE noting that we do not wish to commit.

The RA holds the position that no further annual contract should be entered into as we have not had sight of the specification or the performance measurement that takes place. Information on contracting basis was requested on 23<sup>rd</sup> February – McBean gave a quote £20k more expensive than Root One.

Ⓐ CM2021-04-03b: MS – Enhanced work specification / request sent to contractors to be shared

PE looking at float reserve that should form a ~£150k (or £172k – 860 x £200?) reserve to stay ad-infinitum. Some cash has been drawn from that to pay for things, but there is outstanding debt to this amount so there is only £135k in the pot. Looking for further information to understand.

#### 4. AOCB

##### a. Handover from Council

NL: The discussion seemed to indicate that most phases were nearing adoption (except Miller Ph 1) in Simon Fraser's FOI response.

SA: Asked why developers aren't pushing for adoption, but GM advises that EDC are notoriously slow as once they take over the roads they become responsible. Seems to be apathy from developers and council not chasing.

Ⓐ CM2021-04-04a: Add adoption issues to agenda for the next meeting (GJ)

b. MUGA

Posted and some organisations have contacted and some residents have messaged with respect to advertising around Saturday morning classes. Has been advised of the process / rules, someone else has it booked at that time. Person hasn't come back – no idea if planning to just show up.

Filming in the MUGA – dates agreed – artist on the sculpture coming down for chat on 23<sup>rd</sup> April at 16:30 so if anyone wants to come along. Will be advised closer to the time on WhatsApp Lisa / Melissa will try to attend to check.

- c. Lenzie CC meeting next week – now a defibrillator in the Scout Hall in Lenzie – nothing from Waterside.
- d. PE asks for next inspection date – MS advised that the report for the last quarterly inspection visit, which took place on 23 March, was pending.
- e. SA asking if any information on proposals for wasteground that was supposed to be a nursery – someone asking about making it a bistro but declined as held back for nursery. EM read section 75, found consortium in breach of this aspect – EM referred back to council but nothing has happened – tried to ask Cala but was ignored. MS to ask consortium on their position on this (adding to tracker)

5. Agreement of Future Meeting Dates

- a. Extra budget meeting April 20<sup>th</sup> at 7pm.
- b. Regular meeting at May 11<sup>th</sup> at 7pm.

6. Close

## Summary of Outstanding Actions After Meeting

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<b>CM2020-12 – 7a</b>	Gordon to reintroduce revised constitution at a future meeting	GJ
<b>CM2021-04-2b-1</b>	Set up with regular debt updates Melissa and Lisa	PE
<b>CM2020-12b – 8</b>	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
<b>CM2021-02-4</b>	Request information on the wall risks from Osterna / RMG	EM
<b>CM2021-03-03a</b>	Enter discussions with Envirocentre and provide binding commercial proposal for survey and design works	MS
<b>CM2021-03-03d</b>	Provide sign designs / costs for playparks	MS
<b>CM2021-04-03a</b>	Provide budget commentary items by Thursday 15 <sup>th</sup> Apr.	MS
<b>CM2021-04-03b</b>	Enhanced work specification / request sent to contractors to be shared	MS
<b>CM2021-04-04a</b>	Add adoption issues to agenda for the next meeting	GJ