

Directors Meeting Minutes

Meeting Title: Clifton Drive Management (Lytham St. Annes) Limited

Date: 11th May 2023 at 1030am

Location: Flat 26

Attendees: Sue Blackburn – SB
 Eric Brown – EB
 Dennis Lees – DL
 Doreen Thomas – DT
 Simon Perkin – SP
 Richard Hyde – F45
 Tony Berwick – F14

Apologies for Absence: None

Item No.	Description	Responsible Person
1.	<p><u>REVIEW MINUTES OF LAST DIRECTORS MEETING</u></p> <p><u>External Works</u> SP reported that Janet had been in touch about contributions from service charge, however when SP asked for how much she was expecting and what for exactly, she hasn't replied. The AGM will now take the place of the AGM with the surveyors handling the section related to the external works. Full report and budget costs TBA. *SP was provided with details for the new venue Dalmeny.</p> <p><u>Fire Doors and Compartmentation</u> It was decided that SP will look into the fire door inspection course with a view to booking Denis and Richard on. Richard noted he will speak to some friends in the fire service for further advice. SP is to reach out the contractor with the lowest quote to look at a staged approach to the compartmentation.</p> <p><u>Garage Doors</u> Barry reports that doors are scheduled for installation end of May. SP and DL will coordinate the delivery of the fobs.</p> <p><u>Mobility Scooters</u> SP is liaising with the new risk assessor company on this point.</p> <p><u>EWS Survey</u> This had been received with specialist solicitors to produce a quote for at the liability of costs.</p>	<p></p> <p>SP/DL/RH</p> <p>SP</p> <p>SP/DL</p> <p>SP</p> <p>SP</p>

5.	<p>It was agreed that DL and RH would conduct some low-level external decorating.</p> <p><u>NEWSLETTER</u></p> <p>Items to be included:</p> <ul style="list-style-type: none"> - Director details updated. - EWS survey update - Garage doors update. - External Works - EGM - Gardening Group - Front door keys <p><u>DATE & TIME OF NEXT MEETING</u></p> <p>The next meeting will be on Monday 10th July at 2pm at flat 40.</p>	DL/RH
	With no further business the meeting closed at 1pm	