Summary of the Meeting of the Directors of CMMC held on 18th May 2023.

Present: CMMC Directors: Bruce Schofield (BC), Richard McDonnell (RMD). First Port Representative: Tonya Simmons (FP)

Apologies: Zak Lee-Green (ZLG), Matt Griffiths (MG), Catherine Else (CE).

Manager's Report

- Sunken manhole Rotherfield - job awarded and to be completed soon (date to be confirmed).
- Tree survey - quotes received from FP. Timeframe requested for each needed before awarding.
- Fire safety - contract awarded and work to commence (date to be confirmed).
- TV system - Escalation of problem agreed and plan of action agreed.
- Direct debits - FP have refined proposal. Requires £24pa service fee to set up. Agreed this is fair.
- Parking Mats - FP to get quotes for replacement and report to board.
- Wooden Edging - Potential to trial a solution in Schuster Close. Multiple solutions available.
- Bin store cleaning - Ongoing programme in place. FP to sanction clearing waste items.
- Villa close carpets - FP and BC assessed and agreed work needed. Consult with SOHA before work agreed.