

# GREAT CLIFF (DAWLISH) LTD

Minutes of a Board Meeting held at 9 Great Cliff on  
Thursday, 14<sup>th</sup> December 2023 at 11.00am

Present: Barry Brant (Flat 11)  
Paul Guest (Flat 3)  
Roger Smith (Flat 9)  
Paul Sparks (Flat 18)

## 1. Apologies for absence

There were no apologies for absence.

## 2. Finance Report

The financial figures to 31<sup>st</sup> November 2023 were reviewed which showed a positive cash balance (excluding the Sinking Fund) of £16,061 plus service charge arrears due of £892 making a total of £16,953, which was compared against the remaining budgeted expenditure of £16,347. This would leave a small positive balance of £606. It was noted that we had a Sinking Fund of £15,000 made up of £7,000 within the current budget plus a further £8,000 held on account. However, it was accepted that we had additional expenditure over and above our budget to contend with, which was listed out as follows:

Additional external works:	£500
Sunken driveway:	£4,500
Lift GSM phone:	£1,100
Lift repairs:	£4,600
Lift LED shaft lights:	£1,100
Rock fall clearance:	£500
New car park signage:	<u>£800</u>
<b>TOTAL</b>	<b>£13,100</b>

It was agreed that the above additional expenditure would be financed from the £7,000 from the current year's Sinking Fund, plus a further £6,100 from the £8,000 held on account, leaving a projected surplus of £1,900 plus the small positive balance from the current budget of £606, leaving an overall positive balance of £2.5k.

## 3. Budget for 2024/25

The budget for the next financial year had been discussed and agreed at the AGM held on 30<sup>th</sup> November 2023. Notwithstanding the additional expenditure mentioned above, the current total budget would be increased from £40,900 to £45,730, an increase of £4,830.

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The budget comparison was as follows:

	Item	Budget 2023/4	Budget 2024/5
1.	Building Insurance	3,938.97	5,000
2.	Management Charges inc. VAT	3,450.00	4,500
3.	Accountancy Charges inc. VAT	450.00	500
4.	Lift & Phone	2,100.00	3,500
5.	Communal Cleaning (2 weekly)	2,200.00	2,700
6.	Bank Charges/Company House	28.00	30
7.	Sinking Fund	7,000.00	8,000
8.	Contingency/Repairs	8,033.03	15,500
9.	Gardening	900.00	1,000
10.	External/Roof Works	11,500.00	5,000
	<b>TOTAL</b>	<b>40,900.00</b>	<b>45,730</b>
			<b>+4,830</b>
			<b>+11.8%</b>

#### 4. Current Maintenance & Repairs

It was good to report that the roofing repairs were at long last progressing with the parapets on the east side of the building now capped in lead, and halfway through the same works on the west side of the building. Outstanding works included the replacement of the box gutter adjacent to Flat 20 by the scaffolding, and parapets to be capped in lead at the rear of the building on the east side.

It was noted that due to the contractor's present workload that the sink hole in the driveway would now be repaired w/c 8<sup>th</sup> January 2024.

It was anticipated that the recent rock fall in the rear car park, affecting bay 14, would be cleared up within the next few days. Signage warning people of potential rockfalls were approved and would be put in place once produced, early in the New Year.

#### 5. Future Maintenance & Repairs

Whilst the current maintenance and repairs within the current budget had been listed out in item 2, the new budget for 2024/5 should allow the following works to be undertaken:

Remaining balcony works for levels 1 & 2:	£4,000
West Wall Repaint:	£3,000
Internal Painting:	£3,500
Replacement digital door entry system:	<u>£5,000</u>
<b>TOTAL:</b>	<b>£15,500</b>

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It had been proposed at the AGM that the above items would be budgeted from budget item number 8 (see page2).

For the future, there may be additional parapets to be capped in lead.

It had been agreed at the AGM that the main flat roof would be inspected during 2024. The replacement costs were expected to be around £15k, if the roof failed or was likely to fail.

**6. Any other business**

Following discussion at the AGM and coincidentally, the recent rock fall at the rear car park, investigations were taking place to ascertain the owners (if any) of the rock face and to see if one of the local authorities could survey the area, bearing in mind the possible impact on the A379 above. So far, Network Rail had confirmed that they were not the owners and so enquiries are currently with Teignbridge District Council and Devon County Council.

**7. Date of next meeting**

It was agreed that future Board meetings would be held on a quarterly basis.

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