

Minutes from GCRA Committee Meeting 26<sup>th</sup> Jan 2021. Held 8pm on Zoom.

Present: Michelle O'Toole  
Patrick Honeybone  
Carol Fraser  
Doreen Boyle  
Joe Peach  
Rachel Hinds  
Anne McCarthy  
Benham Balali

Apologies: Jill Andrew  
Mor Kandlik

**Agenda (circulated in chat):**

1. treasurer business - how has invoicing gone, should we look for a new system?
2. secretary role - how shall we divide up the tasks this year?
3. website, passwords and privacy policy
4. the pay-and-display parking change on Ettrickdale Place
5. We should probably also acknowledge the correspondence from Mr C (a resident), but this meeting may not be the place to discuss it fully.

MOT opened the meeting by thanking everybody for their attendance. She noted that item number 5 consisted of a conflict of interest and, if the committee were to see fit for themselves to discuss, she would absent herself from the discussions, if they so choose to hold them.

**Item 1. Treasurer business**

- Great success in getting out the invoices. Many thanks to the treasurers.
- No access yet to bank accounts, although this is in train. It is hoped main account will be completed this week. Savings account will take longer as paper submission is required.
- Sam Rennie has printed the statements meantime.
- £4,700 is outstanding (given the due date is 5<sup>th</sup> Feb this is a good sign)
- New accounting/invoicing system is definitely required and committee unanimously agrees that nominal fee for the correct software is not a problem. JP shared some information on how to link bank accounts.
- Next invoice is due out in October, we are aiming for June to sort out software
- One owner (landlord) owes £400. Committee agrees to outlay £19 to take Simple Procedure Claim.

**Item 2. Secretary role**

- It was carried that the database of owners should be owned by the treasurer. Any information about changes that the secretary email receives will be forwarded to the treasurer.
- In the future we may need to look into a GCRA zoom account. We will take a decision on this nearer to the next large meeting. Many thanks to PH for organising all the zooms thus far. PH will continue to organize meetings this year.
- It was agreed to take turns in minute taking. MOT would take minutes for this meeting and send to CF for verification and addition/deletion as appropriate. JP volunteered to take minutes at next meeting.
- PH is now the owner of the key for the notice board.
- The secretary email account will be managed jointly by CF and PH.

#### Item 3. Website and privacy policy.

- Some modules of the current website are out of date and not supported. JP is in the process of transitioning this to a functioning platform. A duplicate has been set up and will be pointed to the correct domain.
- Some important copy has been changed with an emphasis on prioritizing information on the remit of the GCRA.
- The privacy policy needs to be updated. A template has been sourced and now needs to be populated with the bespoke information on how we use data. JP to forward to MOT to forward to Jill Andrew and get checked.
- Contact details form to be updated.
- Password control. A security check needs to be performed with the treasurer and secretary email. JP to organise with secretary and treasurer to cover the approvals.

#### Item 4. Pay and Display parking change

- This was on the council agenda previously and as the roads are not covered in the GCRA remit no further discussion required. It does not affect GCRA residents' parking.

#### Item 5. Resident's email

- This was discussed after MOT left the meeting for reasons stated. BB shared the response to Mr C from the Treasurer, following the last email received. All committee members to be kept in the loop going forward as Mr C has been sending emails to various addresses.

#### **AOB:**

#### Outgoing messages.

- CF to produce a list of outgoing messages and timeframes. Doreen will help get these out at the appropriate times if shown how.

Documented policies and procedures.

- It was agreed that a document on the one drive would be useful if enabling. CF to consider this further. Access to shared One Drive to be given to all committee members. Standard forms, policies, procedures, constitution, master file and all other relevant documents can then be stored here, along with the paper copies being held in folders stored by Treasurer (AMcC).

MOT took leave at 9.04pm and committee members discussed email from Mr C.

**Next meeting:**

It was agreed to hold the next meeting in April.