

# NORWICH LEASEHOLDERS' ASSOCIATION

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## Draft Minutes of Annual General Meeting 23<sup>rd</sup> March 2006 7.30pm, Council Chambers City Hall

### Present:

- a. **Leaseholders and leaseholder representatives**
- b. **Council Officers:** Chris Cox, Paul Sutton, Shaun Edwards
- c. **Executive member for Housing:** Hereward Cooke

### 1. Welcome & Introduction

### 2. Apologies – Lynda Peacock and Richard Essex

### 3. Norwich Leaseholders' Association

- a. Appointment of Officers – the following appointments were approved
  - i. Chairman: Ken Leggett (Proposed: Mr Matthews; Seconded: Mr Pearce)
  - ii. Secretary: Pauline Walton (Proposed: Mr Leggett; Seconded: Ms Koe)
  - iii. Treasurer: Nick Turner (Proposed: Ms Walton; Seconded: Mr Docking)
- b. Appointment of Committee: (Proposed: Mr Burridge; Seconded: Mr Docking)  
The following members were adopted: Ian Docking, Paul Pearce, Hilary Koe, Lorna Kirk, Richard Essex

### 4. Minutes of the Inaugural Meeting held on 3<sup>rd</sup> March 2005

Approved (Proposed: Mr Turner; Seconded: Ms Walton), signed by Ken Leggett

### 5. Matters arising not on the Agenda - none

### 6. Adoption of the Annual Report and the Proposed Manifesto 2006/7:

adopted (Proposed: Mr Burridge; Seconded: Mr Ringwood)

- a. Pauline Walton explained the recent decision to select contractors Lovells and Anglian Windows. In recognition of the potential controversy over the Anglian selection, she outlined how leaseholders could contribute to the consultation process.
- b. The Manifesto focuses on customer service and value for money – primarily working to improve our understanding of the leases we have signed.

### 7. Financial Report: signed by Ken Leggett

- a. The year began with £653 grant from the Council
- b. On 22<sup>nd</sup> March 2006, £395.50 had been spent on expenses required to attend meetings on behalf of the NLA.

### 8. Any other business: none

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## Presentation from LEASE

**Prior to this meeting, a presentation was made to those present by two representatives from the organisation LEASE (advisory body for public sector leaseholders)**

Marguerita Majerska (Barrister and internal advisor) & Lola Moses (Solicitor)

- The presentation was based on one Norwich City Council lease as an example. Although every lease is individual they do conform to an overall theme
- Using this particular lease as an example, Marguerita Majerska explained leaseholder responsibilities and liabilities
- Using this particular lease as an example, Lola Moses explained the landlord's responsibilities and liabilities
- Every leaseholder should take the trouble to look at the lease document and try to understand what they have signed up to. The Council and the NLA will help with this.
- LEASE can provide professional advice on how to interpret the wording in the contract, and may give advice on steps to take, but they will not become involved in a case in any other way.