

## Directors' summary — October

What happened this month, what is outstanding and what the board needs to decide.

**£41,280**

Service charge collected YTD (92% of demanded)

**£3,410**

Arrears, 2 flats, both on agreed plans

**11 / 12**

Compliance items in date

**3**

Decisions needed from the board

### What happened this month

- Roof leak above Flat 14 traced to failed flashing; repaired 9 Oct, photos on file.
- Fire risk assessment review completed; two low-risk actions added to tracker.
- Cleaning contract retendered: 3 quotes received, comparison attached.
- Insurance renewal: broker comparison started for 1 December renewal.

### Decisions needed

- **Cleaning contract:** approve recommended contractor (saving £640/yr).
- **Reserve fund:** approve 2027 contribution of £15,000 per the 10-year plan.
- **Door entry:** approve repair (£480) or replace (£6,900, Section 20 needed).

### Coming up

- Emergency lighting annual test — 12 Nov.
- Insurance renewal decision — by 20 Nov.
- Draft 2027 budget to board — 28 Nov.

### Risks we are watching

- **Amber** EICR due Feb 2027 — contractor booked.
- **Amber** Water ingress history at rear elevation.
- **Green** All other items on track.

## Budget against actual spend

Operating spend, year to 31 October (10 of 12 months). Forecast = spent to date + contracted or scheduled costs for November and December.

| Operating budget line      | Budget         | Spent to date  | Nov-Dec forecast | Year-end forecast | Variance     | Status and basis                           |
|----------------------------|----------------|----------------|------------------|-------------------|--------------|--------------------------------------------|
| Buildings insurance        | £14,800        | £14,800        | £0               | <b>£14,800</b>    | £0           | <b>On budget</b> Renewed on budget         |
| Communal electricity       | £2,400         | £1,980         | £400             | <b>£2,380</b>     | –£20         | <b>Under</b> Nov-Dec at current usage      |
| Cleaning & window cleaning | £5,200         | £4,330         | £700             | <b>£5,030</b>     | –£170        | <b>Under</b> Nov-Dec on contract           |
| Gardening                  | £1,800         | £1,500         | £150             | <b>£1,650</b>     | –£150        | <b>Under</b> No December visit             |
| Repairs & maintenance      | £6,000         | £7,120         | £300             | <b>£7,420</b>     | +£1,420      | <b>Over</b> Unplanned roof flashing repair |
| Fire safety & compliance   | £2,600         | £2,150         | £150             | <b>£2,300</b>     | –£300        | <b>Under</b> Emergency lighting test, Nov  |
| Lift maintenance           | £2,200         | £1,830         | £370             | <b>£2,200</b>     | £0           | <b>On budget</b> Nov-Dec on contract       |
| Accountancy                | £900           | £0             | £900             | <b>£900</b>       | £0           | <b>On budget</b> Year-end certificate      |
| Management fee             | £6,480         | £5,400         | £1,080           | <b>£6,480</b>     | £0           | <b>On budget</b> Per agreement             |
| <b>Total operating</b>     | <b>£42,380</b> | <b>£39,110</b> | <b>£4,050</b>    | <b>£43,160</b>    | <b>+£780</b> | Forecast 1.8% over budget                  |

### Reserve fund (held separately, not operating spend)

- Opening balance £26,600 + 2026 contribution received £12,000 – spent £0 = **£38,600**.
- Next major item: external redecoration 2028 (est. £30,000).

### Explained variance

- Repairs forecast £1,420 over budget because of the unplanned roof flashing repair; partly offset by savings on cleaning, gardening and electricity.
- Board decision: recover through the year-end balancing charge (about £43 per flat on equal shares) or absorb from the surplus carried forward.

## Action tracker

Every action has an owner, a due date and a status.

| Ref   | Action                                                          | Owner             | Due          | Status              |
|-------|-----------------------------------------------------------------|-------------------|--------------|---------------------|
| A-031 | Replace failed emergency light, 2nd floor landing               | EKIN (contractor) | 14 Nov       | Booked              |
| A-032 | Fire risk assessment action: add signage to rear door           | EKIN              | 30 Nov       | Ordered             |
| A-033 | Approve cleaning contractor                                     | Board             | Next meeting | Awaiting decision   |
| A-028 | Roof flashing repair above Flat 14                              | EKIN (contractor) | 9 Oct        | Done — photos filed |
| A-034 | Obtain 2 quotes for door entry replacement                      | EKIN              | 21 Nov       | In progress         |
| A-029 | Chase Flat 6 payment plan instalment                            | EKIN              | 5 Nov        | Paid                |
| A-035 | Book reinstatement cost assessment                              | EKIN              | Jan 2027     | Scheduled           |
| A-030 | Remind new director to complete Companies House ID verification | Board             | 15 Nov       | Reminder sent       |

### Decision log (last meeting)

- D-012 Approved reserve fund plan in principle (4-0).
- D-013 Agreed to tender cleaning contract.

### Key

- Done In progress Needs attention Overdue