

**Buckfast Residents' Association**  
**Annual General Meeting**  
**Wednesday 8<sup>th</sup> July 2026– 12pm to 2.00pm**

**Agenda**

1. Introductions - Chair
2. Apologies – Chair
3. Caretaking Updates
4. Ground Maintenance
5. Enfield 500
6. General Updates
7. AOB

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**Buckfast Residents' Association – Meeting Minutes**

**Date:** Thursday 30 April 2026

**Time:** 12.00pm – 2.00pm

**Venue:** Buckfast House

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**Residents**

7 x Buckfast House Residents (names not individually recorded)

**Officers Present**

- Terrence Dixon – Sheltered Housing Manager/Community Independent Living Manager
- Vilma Skapinskiene – Neighbourhood Caretaker Manager
- Clinton Whyte – Housing Officer
- Jon Morgan – Scheme Manager

- Jim Dunn – Resident Liaison & Engagement Manager

## Apologies

Apologies were noted where received.

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## 1. Welcomes and Introductions

The Chair welcomed everyone to the meeting. Officers and residents introduced themselves.

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## 2. Caretaking Updates

Vilma Skapinskiene provided an update on caretaking services. It was explained that there were **current resource pressures**, which may affect some routine works.

Residents were advised that **all communal areas and cupboards must be cleared of personal items** due to **fire safety requirements**.

Vilma and Clinton stated that following advice from the Service Director Council Housing (Homes), Andrew Cotton (who is responsible for Building Safety), residents were reminded that e-scooters should not be kept anywhere on the premises, not within individual flats, or in the grounds. Officers apologised; however, this instruction is not negotiable.

A **two-week period** was agreed, after which inspections would take place, and any remaining items would be removed.

Vilma also confirmed that **jet washing of the external communal areas** would be arranged in preparation for the proposed BBQ event.

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## 3. Ground Maintenance

Residents raised concerns regarding **grounds maintenance**, including the safety of **hanging baskets**.

Vilma Skapinskiene, supported by Clinton Whyte and Jon Morgan, confirmed that maintenance schedules were in place and that the hanging baskets complied with safety requirements. It was agreed, however, that **fixings would be checked and tightened** where required to ensure there was no risk.

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#### **4. General Updates**

Residents reported ongoing issues with the **communal washing machine**. Officers confirmed that an external contractor manages the machine. Residents were asked to report **every fault directly to Jon**, so that a log could be kept and evidence gathered for escalation.

Additional individual repair matters were discussed, including **bathroom works, drainage issues, extractor fans, and gate repairs**. Officers provided clarification on responsibilities and next steps. Where improvements or alterations were requested, residents were advised that the **formal permissions process** must be followed.

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#### **5. Enfield 500**

Jim Dunn gave an overview of the **Enfield 500 Residents' Group**, explaining that it provides tenants and leaseholders with an opportunity to raise issues and influence housing services at a borough-wide level. Residents were encouraged to join, and guidance was offered on how to do so.

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#### **6. A.O.B**

##### **BBQ Event**

Residents discussed arrangements for a proposed BBQ event. It was agreed that a **mid-week date** would be more suitable to

ensure officer availability. The completed **risk assessment (provided by Jon and Terrence)** was noted.

A suggestion regarding entertainment was raised; officers confirmed there was **no available budget** for this.

The Chair reminded attendees that agreed actions would be followed up.

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## **7. Dates of the Next Meeting**

Annual General Meeting 8<sup>th</sup> July 2026

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### **Actions**

- **Coordinate and confirm a mid-week date for the resident-led BBQ** – Jim Dunn
- **Provide a date for jet washing of external communal areas** – Vilma Skapinskiene
- **Inspect communal areas after the two-week clearance period** – Vilma Skapinskiene
- **Arrange for hanging baskets to be checked and secured** – Jon Morgan
- **Log and report all washing machine faults to the contractor** – Residents via Jon
- **Issue improvements and alterations form for extractor fan request** – Jon Morgan
- **Request drainage inspection for affected property** – Jon Morgan
- **Arrange safe removal of chemical canisters from gas meter room (COSHH compliant)** – Jon Morgan