

Landmark Place (Management) Limited

Directors Meeting – 21st April 2009

AGENDA

1. Apologies
2. Finance
 - a. *2007/08 accounts overview*
 - b. *Current funds held*
 - c. *Deficits and Section 20b Notices*
 - d. *Reserves*
3. Planned Maintenance Programme
 - a. *TFT Report.*
 - b. *Internal redecoration project*
4. Site Staff
 - a. *Training.*
 - b. *Duties and hours.*
 - c. *Pay reviews.*
 - d. *Employment contracts.*
 - e. *CCTV and SIA*
5. Fire Safety
 - a. *Incident report*
 - b. *Procedures*
6. Piazza Area
 - a. *Planning and development*
7. Maintenance
 - a. *“Man In Van” service*
8. A.O.B.