

Annual Working Party Review - Minutes of Barbican Estate Parcel Tracking System - September 2014

MEETING	<u>Barbican Estate Parcel Tracking System Residents Consultation Committee Working Party Meeting</u>	DATE	Wednesday 24 September 6.30pm
ATTENDEES:	Barry Ashton - CHAIR - Car Parking & Security Manager John Taysum - Bryer Court RCC Resident Representative Brian Parkes - Speed House Group Chairman Matt Collins - Defoe House Resident Representative		
Apologies	Robert Barker - Lauderdale Tower RCC Resident Representative Chris Mounsey - Breton House Resident Representative and RCC Deputy Chairman BEO - House Officer - TBC		
Item no.	KEY POINTS / ACTIONS	Action By	
1.	Introduction by Chair , Barry Ashton It is an officer led working party with associated costs charged to the Service Charge Account.		
2.	Deputy Chair. House Officer - TBC		
3.	Working Party Acknowledged RCC's WP Report and working toward its protocol - Appendix 2.		
4.	Communications <ul style="list-style-type: none"> • Via email • Minutes of WP will be circulated to BEO and RCC once per year as part of the RCC's Annual Review of WP. • A link to these reports and minutes is then circulated on the BEO email broadcast service (approx. 1400 addresses) • Minutes will also be available on BEO website www.cityoflondon.gov.uk/services/housing-and-council-tax/barbican-estate <p>BA will help to ensure all information required by the WP from the city will be produced in a timely fashion.</p>		
5.	Terms of Reference A draft copy of 'terms of reference' was circulated and discussed. Working Party to review for next meeting.	All WP Members	

	WP agreed that a survey would be useful to assess resident's perceptions of the current Parcel Delivery Service. BA to draft and forward onto WP members, before publishing.	BA
6.	<p>Current Procedures An extract from the Concierge Manual was presented. The WP agreed that the receiving of parcels is a very good benefit for residents and that awareness of this Parcel Service (inc. Key Permission) should be promoted and clarified for new residents.</p> <p>Information on Data Protection for records held on a computer.</p>	<p>BA</p> <p>BA</p>
7.	<p>Volume of Parcel Deliveries A spreadsheet recording the total number of parcels received over a 12 month period was reviewed by the WP.</p> <p>The WP requested that the spreadsheet is updated to include details of what blocks and number of flats each car park serves.</p>	BA
8.	<p>Possible Options A courier package system was circulated and discussed; however this is just one possible option. Further options to be discussed at next meeting.</p>	
9.	<p>Dates of next meetings Tuesday 25th November 2014 at 6.30 Tuesday 27th January 2015 at 6.30</p> <p>Meetings to be held in Residents' Meeting Room, BEO</p>	