

## ***Derby Property Lawyers Association***

Minutes of the meeting held on Monday 16 July 2007 at 5.15pm, Ye Olde Spa, Abbey Street, Derby.

### **PRESENT**

David Morton  
Chris Mills  
John Rourke  
Mike Garratt  
Diane Grice

### **APOLOGIES**

Steve Milne  
Paul Meffen  
Liz Knott  
Joanne Jones  
Mike Sayer

- 01.07 Chairman's Report** **DM**  
David spoke about HIPs and noted that this subject could be back on the agenda in the near future. David spoke with great enthusiasm about promoting the web site and using it as a good source for members to advertise job vacancies. The minutes of the previous meeting were accepted.
- 02.07 Treasurers Report** **LK**  
Unfortunately, Liz was unable to attend the meeting so there was no update for the current finances.
- 03.07 Secretary's Report** **CM**  
Chris did not have anything major to report. He is still concerned that we do not have any presentations lined up.
- Matters Arising** **Action**
- 04.07 ADDITIONAL ENQUIRIES** **MG**  
David asked about the sheet of questions that had been compiled for "Additional Enquiries" (as he was away when

Mike presented them to the committee at the meeting held on 8 January 2007). There were not enough copies of the list of questions for everyone at that meeting, so the Administrator did not take a copy away with her, however Chris Mills has a copy and will forward this to David. At the meeting held on 8 January 2007, it was decided that a decision would not be made on the final list of questions until the Chairman could be part of the process. Carry forward to next meeting.

**05.07** WEB-SITE

**CM &  
DM**

David has contacted Martyn about expanding the web site to fit in a jobs page and Martyn is very happy and willing to do this. David already has a number of vacancies that could be advertised on the jobs page. It was discussed that the best way to do the adverts is on a word document that can be e-mailed to Martyn, for him to put on the site.

Di asked if any of the committee members had managed to check the web site, as discussed at the last meeting. Unfortunately there were very few who had been able to, so we are still unsure whether all the details are up to date and/or correct.

It now needs someone with the time to dedicate to keeping the web-site up to date and liaise with Martyn and all the members that may wish to use it for job vacancies.

(Unfortunately the present Administrator is not able to find enough time to give this job the attention that it so obviously deserves)

**06.07** DPLA E-MAIL QUESTIONNAIRE

**DG**

The questionnaire was sent out on 8 July 2007 to all the e-mail contacts on the database, which is in excess of 40 addresses. To date, we have had 4 responses (it is taken into account that committee members and their firms do not need to e-mail responses as they can give verbal feedback at the committee meetings). The general opinions were that meetings held on a Monday are fine but an earlier start time of 5.30pm would be appreciated. Disappointment for the cancelled presentation on "Building Control" was expressed and further presentations on this subject would be helpful plus money laundering, leasehold/freehold property, enforcing positive covenants, pitfalls and problem areas in conveyancing and any current issues.

Di will compile a general letter for issue, to the association members, with the results of the questionnaire responses plus highlighting the web-site jobs page and contact details.

**07.07**    **NEW ADMINISTRATOR**    **DM & DG**

Sadly, Di will not be continuing as the Administrator from the end of this year. Di has a number of other commitments within her life (not least of which is studying with the C.L.C. to become qualified to be a conveyancer herself!) and feels she does not have the spare time to do the job justice. So there is an opening for someone new to take up this job. With the web site becoming more prominent, this is a job that has a number of roles to it. Some of the roles include:- attending committee meetings and providing minutes and an agenda, answering member's questions on the role of the association, e-mailing and posting presentation information, booking venues, attending presentation evenings, supplying any handouts and questionnaires, collating information, sending out subscription invoices, collecting all DPLA mail and forwarding appropriately, forwarding cheques to the Building Society, sending some cheque payments as required, keeping the accounts sheets up to date with payments in/out and liaising with the treasurer when necessary, sending out reminders for presentations and committee meetings etc. etc.

David suggested that the Administrator duties could be done by a number of people, e.g. Events Organiser, Web-Page Administrator, Financial and a Secretarial/Administrator who could possibly co-ordinate/oversee the other positions. Di will provide a comprehensive list of duties for consideration at the next meeting.

**Future Programme**

- |              |  |                    |
|--------------|--|--------------------|
| <b>08.07</b> | <u>Landlord &amp; Tenant for Domestic Property Lawyers</u><br>To be carried forward.   | <b>CM</b>          |
| <b>09.07</b> | <u>Property Related Litigation</u><br>To be carried forward.   | <b>DM</b>          |
| <b>10.07</b> | <u>Contract Remedies</u> (note for DM – Graham Dean, Derby Uni)<br>To be carried forward   | <b>DM</b>          |
| <b>11.07</b> | <u>Building Control/Regulations</u><br>John will make enquiries as to whether Mick Henman has returned to work and, if so, Chris will contact Mick about the | <b>JR &amp; CM</b> |

"Building Control" presentation.

**Any other business**

**12.07** Chris mentioned that Land Registry Nottingham West Office are hosting a presentation on "Core Land Registration Skills" and this may be a good one to consider for our members for a lunchtime presentation. Chris will speak to the Customer Services Manager, Jane Britton, at Nottingham West Land Registry to get the details and see if they would be happy to give the presentation. **CM**

**13.07** Chris also mentioned that the District Land Registrar of Nottingham East Office had suggested that a "Lands Tribunal" presentation may be of interest to our members. The committee agreed this would be a good idea and Chris will pursue it. **CM**

**14.07** David mentioned a possible presentation from the Indemnity Fund people. Again the committee thought this a good idea and David will pursue it. **DM**

**15.07** David also mentioned a contact he has with Severn Trent and a possible presentation about Severn Trent Searches. Another good idea that the committee agreed with. As David is away on holiday soon, Chris will take the contact details and pursue this matter. **CM**

**16.07**

**Date and time of next meeting**

Monday 10 September 2007, 5.15pm at The Spot, Sacheverel Street, Derby.