



GREENFIELDS BODY CORPORATE
SS 1027 / 1995

**MINUTES OF THE TRUSTEES MEETING HELD AT THE
CLUBHOUSE ON THE 06th OF DECEMBER 2022 AT 18H00**

A. ATTENDING:

Lionel Parsley	(LP)	-	Trustee
Bianca Tumber	(BT)	-	Trustee
Tersia Cole	(TC)	-	Trustee
Melanie Deihl	(MD)	-	Trustee
Priyanka Lutchman	(PL)	-	Trustee
Sean Blair	(SB)	-	Past Trustee
Quintinn Ferreira	(QF)	-	Ryse Managing Agents
Alan Gilman	(AG)	-	Ryse Managing Agents

B. APOLOGIES:

There were no appologies

C. DETERMINATION OF A QUORUM:

A quorum was achieved, and the meeting was able to proceed.

D. OBJECTIVE OF THE MEETING:

This Trustees meeting was held specifically to agree upon staff wage adjustments and annual bonus payments.

E. STAFF PERFORMANCE APPRAISALS:

QF and BT commented on the work performance of each staff member during the year.

Their appraisal for Thomas and January was favourable.

QF noted that January had been absent for some time for compassionate reasons but generally his work performance was good.

Edwin was not highly rated because his work pace was unacceptably low and he often did not arrive at work on a Monday. One could only speculate as to why this was so but his failure to report to work was generally when payment was made immediately before a weekend.

Amos was rated unfavourably and his absenteeism status was very poor.

TC noted that normal practice for failing to arrive at work on a Friday or a Monday without being able to supply a sick note would invoke an unpaid leave deduction. QF was aware of this but he asked the Trustees to consider the fact in order to obtain a sick note staff had to visit clinics which often took longer than the period that the employee was off work.

There were also instances where residents did not allow access to their garden. If this happened staff must advise Thomas and in turn the managing agent will send a note to the Owner of the unit.

F. DISCIPLINARY WARNING STATUS:

Both Edwin and Amos were at a final warning status for not reporting to work and not contacting anyone at the complex that they would not be coming to work.

Following a discussion regarding poor performance, particularly regarding Amos, LP felt that disciplinary procedures should be started where work performance was a concern.

It was noted that staff could be employed to do work for residents outside of normal working hours. However TC said that if it was found that residents had been bribing staff to do additional work during normal working hours, then the Owners of the unit should be fined for the residents behaviour.

G. INCREASES EFFECTIVE FROM 1ST JANUARY 2023:

LP noted that the current inflation rate was standing at 7%.

He proposed that Thomas and January be given a 10% increase, that Edwin and Amos be given increases of 8% and 7% respectively. All agreed with the proposal.

H. BONUS PAYMENTS FOR DECEMBER 2022:

LP proposed that that:-

Thomas and January should be awarded a bonus equal to 100% of his gross monthly salary.

January should be awarded a bonus equal to 100% of his gross monthly salary.

Edwin should be awarded a bonus equal to 75% of his gross monthly salary.

Amos should be awarded a bonus equal to 50% of his gross monthly salary.

All agreed with LP.

I. BONUS SALARY PAYMENT DATES:

Salaries will be paid on the Thursday 15th December 2022 and Bonuses will be paid on Thursday 22nd December 2022.

MD suggested that the staff be told that if they fail to report to work immediately after being paid, then their salary for the following month will only be paid at the end of that month. QF would review contracts to see if this was possible.

J. ELECTION OF CHAIMAN OF TRUSTEES FOR THE YEAR.

It was agreed that LP would remain as chairman representing the Trustees.

BT would be acting as a vice-chairman, working closely with LP so that she could gain experience with a view to standing for the chairman's roll at some time in the future.

K. BANK PAYMENTS AUTHORISATION.

QF suggested that PL and MD be set up to enable payment authorisation when LP was not available to carry out this task. Kssarina Naidoo must be removed from the banking profile.

L. CLOSE OF MEETING

The meeting closed at 18h40