**All Saints Co-operative**

**Annual General Meeting**

**1st August 2017**

**At 7pm in the community room**

**1.Present**

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| Carly Rhodes CR (Vice Chair) - **22ASC**  Peter Canning PC (Treasurer) - **34ASC**  June Draisey JD (Committee Member) - **29ASC**  Daniella Pickup DP (Committee Member) - **38ASC**  Margaret Sills MS - **6 All ASC** | Kamila Klidzia KK **- Staff**  Tiree Campbell TC **- Staff**  Foday Kamara FK **- WBC RPO** |

**Apologies**

Terry Bourke

**2: Minutes of the last meeting**

The minutes of the meeting dated 4/7/16 were read and proposed as a true and accurate record by CR and seconded by PC.

PC notes the co-op is 40 years old in November 2019.

MS asked which properties were inspected following the window works - KK will email the Council to check.

**3: Annual report**

***Finance update:***

Block costs have a surplus of £117

Cleaning costs have a deficit of £34

Services have a deficit of £1934.90 due to the annual costs for electricity being paid in one payment - this will average out over the year to reduce the deficit.

Estate costs have a surplus of £1266.30

Staffing has a deficit of £447

Management costs have a deficit of £226.

Overall this shows a deficit to date of £1190.60 however once the electricity costs have been recovered over the year, we expect to end the year with a small surplus.

Tenanted costs have a surplus of £1521.34. We continue to monitor the expenditure in this area as there are a number of completed jobs which have not yet been invoiced.

***Repairs and Maintenance:***

Office to check that the letterbox on the 6th floor is self-closing

Office to check all doors to ensure they are not squeaking or sticking

TC has been working through a backlog of outstanding repairs and the following have now been completed:

* The paving next to the pedestrian gate of the car park has been re-laid
* The brick wall has been rebuilt by bays 21 and 22
* The car park electrics have been overhauled
* The lanterns in the car park have been reinstated
* Extensive roof repairs have been carried out in one of the tenanted houses in Queenstown Road.

The application of textured paint to the concrete area by the back door of All Saints Court has been booked in with a contractor and will be completed on the 7th August.

The planters have been moved and the gardener will be booked as required to carry out works rather than having an annual maintenance contract as this was found to not be beneficial to us.

There have been no further reports of leaking downpipes.

The guttering on the houses has been cleared and will be done every two years.

The bin chamber gates are now locked and there have been no reported issues of fly-tipping.

Some repair works are required to the fencing around the estate but this is not urgent and will be planned in when the budget allows.

One tenanted property has required some kitchen repairs following a leak, it was also noted that the wall units had been very poorly fitted a number of years ago and were in danger of coming off of the wall so these were also replaced.

The flat roof above the back staircase in All Saints Court had a severe leak and has undergone some temporary repairs while quotes are sought for the permanent fix.

The car park gate has failed and we have been advised that it is not up to the current safety standards - to bring it up to standard will cost in the region of £3000 so we are seeking quotes.

***Fire safety:***

We are reviewing all fire safety on the estate with focus on the following:

1. Front doors to the flats
2. Reinstatement of communal fire alarm
3. Electrical inspections in all tenanted properties
4. Weekly inspections to ensure all communal areas and electrical cupboards are kept clear
5. Building an up to date contact list of all residents, highlighting those who may need assistance in the event of an emergency; to provide to the fire brigade.

**4: Audited accounts 16/17**

KK presented the accounts for the financial year ending 31.03.2017.

There was an overall surplus of £6635 compared with a deficit in the last financial year of £7441.

This is mainly due to a reduction in staffing costs and restructuring.

The accounts were proposed for approval by PC and seconded by CR. All agreed

Thanks are noted to our previous auditor, K A Johnson, who did an excellent job for us for a number of years.

**5: Appointment of auditor for 17/18**

KK advised the meeting that the contract had been tendered along with eight other co-ops to try and achieve an economy of scale.

The winning tender was from Simpson Wreford who are a medium sized well established firm.

The annual cost will be £1750 compared to our last auditor who charged £2300

Appointment of Simpson Wreford was agreed by all.

**6. Management Committee Nominations**

Gillian Burns has been nominated by PC.

As per the co-ops rules, one third of the Committee stood down (CR, PC and JD) and were duly re-elected.

All agreed.

**7. AOB**

There have been 16 applications for car parking spaces from residents who had a bay last year.

Following a letter to all residents, there were two applications for first bays and two applications for second bays.

Two of those who have submitted applications have not yet made payment so their bays are not secured. and there are therefore still 6 bays available.

Another letter will be issued to all residents this week and if more application are received than bays available, names will be drawn out of a hat.

CR raised a query about enforcement as there does not appear to be anyone checking the car park - the office advised that the Councils contractors are supposed to attend frequently (at least daily) and will confirm this with WBC.

MS asked about the possibility of visitors parking and was advised that this is not possible as the bays are allocated to specific vehicles.

**Meeting closed 20:00**

**Action list:**

KK will email the Council to check which properties were inspected following the window programme.

Office to check that the letterbox on the 6th floor is self-closing

Office to check all doors to ensure they are not squeaking or sticking

Office to send another letter to all regarding vacant spaces in the car park

Office to check with WBC how regular the parking enforcement visits All Saints

Office to request lift efficiency report and check if there is any plan for replacement of the current lifts.