**All Saints Co-Operative**

**Annual General Meeting**

**7th August 2018**

**At 7pm in the community room**

**1:Present**

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| --- | --- |
| Simon Cawte (Chair)  Carly Rhodes (Vice Chair)  Peter Canning (Committee Member)  June Draisey (Committee Member)  Gilly Burns (Committee Member)  Vera King (Tenant)  Teresia Schachermayer (Tenant) | Kamila Klidzia (Staff)  Tiree Campbell (Staff)  Foday Kamara |

**2:Apologies**

None

**3: Minutes of the last meeting**

These minutes were proposed by CR

Second by JD

**4: Matters arising from the minutes**

No matters arising.

**5: Annual Report**

**Maintenance:**

Main expenditure was again on tenanted properties;

£2250 install new boiler (we will be refunded this by WBC)

£1120 retile bathroom wall and replace bath

£620 install new bath

We also had some minor works to the intercom system which cost £228 and we purchase new fobs for the car park gate for £180 (this will come back to us as we issue fobs to residents and obtain deposits)

Finally, there was a leak from the roof onto the 6th floor and affecting one property which was patch repaired at a cost of £485.

Intercom – we are awaiting a third quote before we can proceed. We have this money budgeted for so it will be done this year.

Planned works:

Leaking bathroom currently being replaced at a cost of £2755

Partial bathroom replacement, awaiting access confirmation at a cost of £1992

We are getting some quotes together for the garden maintenance, guttering (for houses) and replacement flooring for the block (with a view to budget this in for next year)

**Finance:**

Block/estate maintenance is under spent by £1345.51

Staffing costs are underspent by £1229.49

Management costs are underspent by £2258.36

Tenant costs are underspent by £319.69

With some large planned expenditure over the next couple of months, we expect to see these surpluses reduce and then hopefully recover through the year.

**6: Adoption Of Audited Accounts 17/1**8

Proposed by PC

Second by SC

**7: Appoint Of Auditor.**

Appointment of Simpson Wreford Partnership.

Proposed by CR

Second by SC

**8: Management Committee Nominations.**

None new, J Eldridge has stood down.

Write to all of All Saints to encourage more members to stand (SC to draft)

**9: A.O.B**

Lone worker policy, approved.

Car Park policy, approved

(caretaker JD)

FK is chasing parking permits.

Meeting closed 19:45

**Actions:**

SC to draft letter to all residents regarding becoming a committee member

Office to locate and amend caretaker job description