**All Saints Co-operative**

**Management Committee Meeting**

**27th November 2018**

**At 7pm in the community room**

**1a. Present**

Simon Cawte (SC), June Draisey (JD), Carly Rhodes

Kamila Klidzia (Staff), Tiree Campbell (Staff)

**1b. Apologies**

Terry Bourke, Foday Kamara (WBC)

**2. Minutes of last meeting/Matters arising**

The minutes of the meeting held on the 4th September 2018 were read and approved as a true record.

An amendment is required to reflect the cost of the bathroom noted in item 5 was £2725.65 not £3394.58.

Proposed by SC

Seconded by CR

Matters arising will be covered under the management report and anything remaining will be discussed under AOB.

**3. Declarations of interest**

No new declarations.

**4. Use of company seal**

None

**5. Managers report**

**Maintenance**

We are currently re-tendering the Annual Gas Safety Check contract for the tenanted properties and have received three quotes –

S T Jones - £2070

Sadler Maintenance - £1840+VAT

Simply Maintenance - £1725+VAT

Decision to award contract to Sadler Maintenance, all in favour.

We emailed Julia Sherrin from the Waste Collection department within the Council regarding the possibility of the houses being given wheelie bins however despite repeatedly chasing, we have not been able to get a response. We will keep trying.

We have asked Foday Kamara to look in to the issue regarding the front door/intercom upgrade but have not yet heard back.

Office to email FK and CC SC.

The new gardening contract is in place and the team are working through clearing the existing mess and we look to start planning planting in the new year.

Fire door checks are ongoing with 17 of 38 now complete.

We have had to renew the electrics in a tenanted property due to age and condition, this was at considerable expense and highlights the need to regular electrical inspections in properties – we are discussing this with the Council.

We have had a number of leaks from the roof which is now failing in many areas and we need to consider making a C1 referral for replacement. This will be at cost to leaseholder and will require consultation so is likely to be scheduled up to five years away however, if the referral is delayed we could end up spending a lot of money ‘patch repairing’ and also taking care of subsequent damage to properties underneath as the insurers do not cover roofs in the case of wear and tear.

A contractor is coming to check the tree in the back garden on Friday 30th November.

We have had some complaints regarding misuse of the car park where residents are allowing access to others who then cause damage to neighboring vehicles. This is a breach of the conditions of use and those responsible will lose their parking space if they cannot ensure the space is used in the correct way.

**Finance**

Block maintenance is underspent by £2232.96 (expected as we have a budget of £3000 for the intercom not yet spent), block repairs are slightly over to date due to required roof repairs, but we hope this will even out over the year.

Estate maintenance is over spent by £487.82 however there are a large number of rechargeable repairs which will come back to us (£2250 for a boiler replacement, £390 from the car park fund for repairs and £155.18 for a lock change which a tenant requested and is paying in instalments) so once funds are reimbursed, we will be in surplus.

Staffing costs are underspent by £947.36 mainly due to no spending on recruitment or training so far.

Management costs are underspent by £2094.28 however many costs in this area are annual fees which are not yet due, so this will even out across the last two quarters.

***Overall, we have a surplus of £4786.78 to date not including the recharges totalling £2329.32 to come back to us so are in a good financial position.***

Tenant costs are already overspent by £576.09 due to the bathroom refurbishment required and other large works needed in the first two quarters of the year. The above-mentioned electrical works have not yet been invoiced so we are carrying out emergency works only and hope we can reduce the deficit over the coming months.

**6. Handback of rent accounts**

Item deferred to be discussed at later date.

**7. Proposal to reduce quorum**

Meeting agreed to reduce GM quorum to 10 and MC quorum to three.

Proposed by SC and seconded by CR.

**8. AOB**

3 lanterns are out in the garden area – TC to check

5th floor landing light – TC to check

TC to check timer for indoor lighting

KK to send CCTV report.

Car park lighting will be looked in to once we have the balance for the car park bank accounts

TC to send a letter regarding strangers entering the block.

**Meeting closed 20:20**

Action points:

Office to email FK and CC SC.

Office to begin process of C1 referral for roof replacement.

TC to check lanterns in garden area

TC to check light on 5th floor landing

TC to check timer for indoor lighting

KK to send CCTV report.

TC to send a letter regarding strangers entering the block.