**All Saints Co-Operative**

**General Meeting**

**29th June 2021**

**At 7:45pm in the community room**

**1:Present**

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| Simon Cawte (Chair) – SBCarly Rhodes (Vice Chair) - CRYetunde Adenyin - YA  June Draisey – JDSandra Besson - SBVince Cooper - VC  | Kamila Klidzia (Management Team) - KKTiree Campbell (Management Team) – TC |

**Apologies**

Foday Kamara (WBC), Terry Bourke

**2: Minutes of the last meeting**

These minutes of the last AGM held on 2nd Feb 2021 were read and approved as a true record, this was proposed by VC and seconded by SC.

**3: Managers Report**

Income is slightly lower than budgeted as we are due to invoice WBC for bad debt and void allowances.

Block costs have a surplus of 400 due to no expenditure yet required.

Cleaning costs have a small surplus of 78.65.

Services have a surplus of 566.67 due to a higher budget than required for electricity although this may even out through the darker months.

Estate maintenance and repair costs have a small surplus of 157.31.

Staffing has a surplus of 388.33 due to no recruitment or training expenditure to date.

Management costs have a surplus of 394.25 mainly due to an underspend on accountancy services which will be billed shortly.

Tenant costs have a deficit of 386.39 however some of this may be claimable from the Council so the office are following up on that.

Overall the co-op is in a stable position and we will continue to closely monitor this to try and build further surpluses through the year.

* Since our last management meeting office opening hours have been amended. We have sent a letter out with new times and who is in when.
* Four lights in the carpark have been repaired , we will monitor them and replace/repair where needed, as a trace investigation on the whole circuit is extremely costly and we have been advised it could turn out to be a pointless expensive exercise.
* The car park gate also required a new spring on the side door pathway gate. This was fixed on the 11th May with no issues reported since.
* We are arranging a date to spruce up the back and front gardens, that will commence mid May / early June.
* We are working with Adult Social Services regarding one of our residents who has gone into full time care recently and will update on any changes.
* We have recently installed 2 key safes, one for a vulnerable resident so they can receive the daily help they need, the other is for contractors to access various parts of the building to carry out works.
* We are also currently in the process of gathering prices for renting an industrial cleaning machine for landings and communal areas for a future project to improve the interior of the building.
* The lift refurb has been confirmed for late 2021 however there is about a 12 month backlog on time scales due to the virus having a knock on effect.
* The office has received numerous complaints regarding noise and diy taking place out of hours. We have sent reminder letters to all residents about noise and being mindful of your neighbours so hopefully this will improve immediately.
* More fobs for the front door and parking gate have been ordered, however, we are looking in to other venders for future as the prices have increased and want to make sure we are getting the best price.
* Leaks and roofs. We have obtained all quotes and works were carried out throughout January/February, however, we have had a few issues along the way which leaves it still ongoing. This is where we are:
	1. Main roof of block: Thermal imagery was carried out on the 5th March to determine internal damage. On inspection the contractor reported additional cracks. Further works are being carried out at the moment, we will receive the final report from contractors after 16th June once another dryness test is carried out in 1 flat and the landing, then hopefully we can commence with internal works.
	2. Left hand side of block: we have had works carried out throughout the left hand side of the block and these are still ongoing. We will update you when the report is through.
	3. Houses: reported leaks in 3 properties (front and back) one has been completed and 2 are booked in for this week and next. We have had WB BMI out to also inspect . Scaffolds are to be put up to investigate and obtain quotes.
* We are still carrying out all works and trying to get in front of the delay the coronavirus pandemic has caused. Please continue to report any issues through the management team.

**4 Draft Budget 2020-2021**

The budget was discussed and it was agreed it would be circulated by email to those present for final approval.

**5. AOB**

None

**6. Date of Next Meeting**

TBC

Meeting closed at 20:10