All Saints Court Co-Op

General Meeting

Tuesday 16th April 2019

1. **Apologies:**

Simon Cawte

Present:

June Draisey, Carly Rhodes, Terry Bourke, Vera Kind, Gilly Burns, Tiree Campbell (ASCO), Kamila Klidzia (ASCO), Foday Kamara (WBC)

1. **Minutes of Meeting:**

Minutes from 11.12.20149 unavailable at meeting – to be read at next meeting.

**Matters Arising:**

To be covered under managers’ report or AOB.

**3. Management Report**

**Maintenance**

* We have recently re-tendered our Gas Safety contract and decided to go with Sadler Maintenance to carry out these works.
* We emailed Julia Sherrin from the Waste Collection department within the Council regarding the possibility of the houses being given wheelie bins, after a lengthy time waiting for a response, she came back saying the houses have bin sheds and wheelie bins would be an extra cost for us.
* We have asked Foday Kamara to look in to the issue regarding the front door/intercom upgrade he has come back to us with confirmation that we are allowed to complete works provided they are within the specification approved by WBC. We are gathering quotes for the main door to be refurbished and have a fob entry system. Also, we are obtaining quotes to have the stairwell door replaced to match the front door, a new building sign and a replacement LED light at the entrance. We have gone out to three contractors for each job and hope to have all quotes by the end of next week.
* The new gardening contract is in place and the team are working through clearing the existing mess. We are talking to the contractors to plant flowers and all year-round greenery to spruce the gardens up.
* Fire door checks are ongoing with 2 outstanding.
* 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 are now preparing a C1 referral for replacement. This will be at cost to leaseholders and will require consultation so is unlikely to happen immediately – usually these schemes are schedules u to five years in advance; we have decided to make the referral now as the roof is as old as the block (built in 1977) and has come to the end of its life. We do not want to throw money at further patch repairing as this is a false economy and is delaying the inevitable. Additionally, due to the issues being classed as ‘wear and tear’ by the insurers, we are now responsible for any subsequent damage caused to the flats below. We have had a surveyor come and inspect the roof 2 weeks ago and are going through the report given to see what the most efficient, safe and cost-effective way is to proceed. PC would like to be involved in the referral process. PC requested that we add in external decorations and downpipes if the works are approved.
* The tree in the garden has been cut back and the damaged fence replaced.
* We have had some complaints regarding misuse of the car park where residents are parking recklessly causing obstruction and damage to other residents. 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 £2387.87 (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 under spent by £2575.47 due to continued careful spending over the year.

Staffing costs are underspent by £2297.61 mainly due to no spending on recruitment or training so far however there are some accruals which have not yet been posted which will remove some of this surplus.

Management costs are underspent by £3126.77 however many costs in this area are annual fees which are to be accounted/accrued.

***Overall, we have a surplus of £8090.11 the end of March 2019 so we will likely see a small reduction in service charges. We still expect some of this surplus to be taken once accrued costs are accounted for realising a slightly lower surplus to end the year.***

Tenant costs are already overspent by £782.63 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.

1. **Draft Budget 19/20**

KK presented new budget showing that this year spending has been closely aligned with last year’s actual expenditure and also with planned works and provisions aside for roof repairs until the referral can be made for replacement.

TC to increase CCTV signage on the estate and upgrade the system following the Councils decision not to remove the CCTV from the estate.

TC to contact MDTV to check if there are any planned upgrades to the communal aerial.

1. **AOB**

Residents reported that the cleaning standard is poo – the buttons in the lift are not being cleaned.

KK advised that we have installed a new clocking in machine to closer monitor the cleaner’s attendance and we are aligning the cleaners hours with Tiree’s so she can closely monitor him.

We need to reignite the social committee – Gilly wishes to join.

Meeting closed 19.55

**Action points:**

Office to submit C1 referral and discuss with PC.

Office to closely monitor cleaning standards.

Office to increase number of CCTV signs on the estate.

Office to contact MDTV regarding any possible aerial upgrades.