**All Saints Co-operative**

**General Meeting**

**27th March 2018**

**At 7pm in the community room**

**1a. Present**

Gilly Burns (GB), Vera King (VK), June Draisey (JD), Yetunde Adenyin (YA), Carly Rhodes (CR), Teresia Schachermayer (TS)

Kamila Klidzia (Staff), Tiree Campbell (Staff)

1b. Apologies

Terry Bourke, Simon Cawte, Sandra Besson, Foday Kamara (WBC)

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

The minutes of the meeting held on the 31st January 2018 were read and approved as a true record.

Proposed by JD

Seconded by CR

No matters arising

**3. Managers report**

**Repairs and maintenance:**

The car park gate was fully repaired and is in working order.

Fire safety inspections for front doors will begin in April - a letter is being sent out this week to book in appointments.

There have been two severe leaks in the block which require extensive works - the leaks have been stopped but the major works have been deferred to April due to budget constricts.

All other works carried out are minor and responsive only.

**Finance**

***Block costs*** show an overspend of £2261.40 however, this includes the annual block electricity cost of £2012.55. The lower flat roof over the back stairwell of the block failed and required extensive repairs (£2100) which was unavoidable. There is also an overspend on the caretaker (£1579.24) due to under budgeting at the beginning of the year. There have been high levels of spend on the intercom (£856) and lighting (£1550) this year due to aging systems. We are therefore putting in place a cyclical repairs programme to upgrade both the intercom system and all communal lighting.

***Estate costs*** show an underspend of £4373.87.There are no items of concern in this area.

***Staffing costs*** show an overspend of £377.69. There are no items of concern in this area.

***Management costs*** show a small surplus of £867.85 and again there are no concerns in this area.

*Overall there is a surplus to the end of February of £3358.01, keeping spend to essential only for the final month of the financial year will ensure we end with a small surplus.*

***Tenant costs*** now have an overspend of £6666.90 This is due to extensive roof works required on one of the houses, plus two major leaks in kitchens. Any overspend in this area will be taken from our reserves and will not be recharged to leaseholders.

***Rent arrears***: the current percentage is 1.55% which is slightly above the Council target of 1.5% due to one account missing a large payment in Feb. We are chasing this tenant for the missed payment and all other arrears on a weekly basis. We charge the rent to tenants and pay the amount in its entirety to the Council, whether we receive it from the tenants or not. If tenants do not pay their rent, this directly affects our cash flow as we have to pay the Council regardless.

***Draft budget 18/19:***

The budget has been written with the current years expenditure in mind and increases and decreases have been made in line with actual expenditure and knowledge of certain areas which may require more or less works.

Block costs have increased by £3010.25 to cover the cost of the replacement intercom system.

Estate repairs and maintenance has been reduced by £5328.04 as there were a number of items consistently over budgeted. The main savings here are minor; pest control (£300), fencing (£300), bulk rubbish (£300) but we have also reduced the gardening budget (£1200) and cyclical paving (£700). There were previous budgets for cyclical tree works which we do not carry out and cyclical maintenance which is completed by WBC so these have been removed.

The staffing costs have increased slightly (by £2067.03) due to staff salary increases and a true budget for consultancy which was previously never coded separately or budgeted correctly.

Management costs have been reduced (by £33.77) however there are no major changes as much of the expenditure is fixed.

Tenant costs have been reduced due to a miscalculation in last years figures and a reduction in allowances from WBC. This area is a concern due to the high level of expenditure required last year however, we will try to tightly control all works to ensure best use of this budget.

Overall we are predicting a slight deficit on tenant costs of £137.37 and a surplus of £1261.47 on leaseholder service charges.

This is of course, an estimate however, we will work towards reducing the deficit on the tenant side throughout the financial year.

**Admin**

The approved contractors list is being reviewed monthly and we currently have sufficient options in order to obtain quotes for works.

The IT support contract was retendered and awarded to Microsolv - this will begin from 1st April for one year. The total annual cost is £300 and covers all remote access callouts and support queries.

The finance contract was retendered and awarded to Alexander Accountants - this will begin from 1st April although there will be a one week handover period. The total annual cost is £7824 and includes all services currently provided. The aim is to eventually handover much of the administrative and book keeping tasks to the office manager. This will reduce costs (staff costs will increase but not to the same level) and bring more functions back 'in-house'.

Our external audit is due to take place in the first two weeks of May.

Staff have attended a training session on Universal Credit which will take effect in Wandsworth on 4th September. We have requested a meeting with the local DWP rep for further information on eligibility in order to start profiling tenants and offering advice and assistance as appropriate. The major concern with UC is the potential for rent arrears to increase so we will start working with claimants as early as possible.

Our HR contract is due for renewal in September - we have been with the current supplier for 6 years so are looking to re-tender and ensure we are still getting good value. We have no concerns with the current provider and are very happy with the service but it is time to test the market.

We are currently on a monthly rolling contract for the annual gas safety checks so will be looking at retendering this also.

**4. Draft budget 1819**

The budget has been written with the current years expenditure in mind and increases and decreases have been made in line with actual expenditure and knowledge of certain areas which may require more or less works.

Block costs have increased by £3010.25 to cover the cost of the replacement intercom system.

Estate repairs and maintenance have been reduced by £5328.04 as there were a number of items consistently over budgeted. The main savings in this area are minor; pest control (£300), bulk rubbish (£300) however we have also reduced the gardening costs by £1200 and cyclical paving by £700. There were previously budgets for cyclical tree works and cyclical maintenance which are actually carried out by WBC so these have been removed and the money has been reallocated elsewhere.

The staffing costs have increased slightly (by £2067.03) due to staff salary increases and a true budget for consultancy which was never previously coded separately or budgeted correctly.

Management costs have been reduced by £33.77 however there are no major changes as much of this expenditure is fixed.

Tenant costs have been reduced due to a miscalculation last year and a reduction in allowances from WBC. This area is a concern due to the high level of expenditure required last year however, we will try to tightly control all works to ensure best use of the budget.

Overall we are predicting a slight deficit of £137.37 on tenant costs and a surplus of ~£1261.47 on rechargeable costs.

This is only a predication and we will work towards a small surplus on both sides.

Proposed by GB seconded by YA

**5. AOB**

Notice board delivered and ready to go up.

Intercom in flat 1 not working.

TC to send letter to all regarding becoming members and committee members.

TC to order/create a new sign showing the way to the community room (with a map)

KK and TC to start planning a social event for the summer.

**5. Date of next meeting**

10th July 2018

**Meeting closed 19:20**

**Action list:**

TC to send letter to all regarding becoming members and committee members.

TC to order/create a new sign showing the way to the community room (with a map)

KK and TC to start planning a social event for the summer