**All Saints Co-Operative**

**Reconvened**

**General Meeting**

**09th October 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)  Yetunde Adenyin (Committee Member)  Vera King (Tenant)  Teresia Schachermayer (Tenant)   Kim Searle (Tenant)  Mrs Searle (Tenant) | Kamila Klidzia (Staff)  Tiree Campbell (Staff)  Foday Kamara |

**2:Apologies**

Gillian Burns, Terry Bourke, Ann Gannon

**3: Minutes of the last meeting**

These minutes were proposed by CR (27/03/2018)

Seconded by YA

**4:Managers Report**

**Maintenance**

We received three quotes for further works to the main roof and the works have now been completed by our new contractor, Vertitas. We will monitor the situation with the roof and make a C1 referral to the Council for replacement as and when it is required.

We also received quotes to clear all of the guttering on the houses in Lurline Gardens and Queenstown Road. The works were carried out by Sadler Maintenance, there were a few reported issues with cleaning up which have now been resolved.

We have issued a new contract for annual grounds maintenance to Worldwide Plants which has now begun and you should see some changes in the next few months.

We are currently re-tendering the Annual Gas Safety Check contract for the tenanted properties and have so far received only two quotes back and await a third – we are not happy with the current contractor after they have continually missed appointments and more importantly missed a serious gas leak three times.

We emailed Julia Sherrin from the Waste Collection department within the Council regarding the possibility of the houses being given wheelie bins however she was on leave until the 5th but has not yet responded so we are chasing this.

Parking permit paper has been received after a delay from WBC, new application forms have been sent out to residents and the permits will be issued on the 19th October.

We completed a bathroom replacement due to an ongoing leak causing damage and the bathroom generally being aged – the tenant kindly provided the majority of the materials (as they were planning on doing the work themselves at some point and had purchased the suite in preparation) so costs were slightly lower than usual at £3394.58 however, this has now used most of the tenant repairs budget for the year so can only carry out emergency repairs for the time being.

We are currently reviewing the HR contract and hope to have a new contract in place shortly.

Fire door checks are ongoing with most of the leasehold properties now complete. Residents will be sent letters to book in appointments within the next 4 weeks.

**Finance**

Block maintenance is underspent by £2882.60 (expected as we have a budget of £3000 for the intercom not yet spent), block repairs are slightly over to date but we hope this will even out over the year.

Estate maintenance is under spent by £422.30 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 a better position.

Staffing costs are underspent by £624.23 mainly due to no spending on recruitment or training so far and the usage of zero hour contracts

Management costs are underspent by £1568.07 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 £5497.20 to date not including the recharges to come back to us so are in a good financial position.

Tenant costs are already overspent by £1726.88 due to the bathroom refurbishment required and other large works needed in the first few months of the year. We are carrying out emergency works only and hope we can reduce the deficit over the coming months.

Training for committee members

* Note that back door will be open for meetings
* New agenda item ref: parking
* Map showing basement- office and community room

**5: A.O.B**

* Front door/window update.
* (AP) Chase Foday and forward information to Simon Cawte.
* Yetunde to assist with door choice.
* All Saints 40th anniversary (Nov 2019)- Subcommittee Yetunde, Peter, Simon.
* Pictures/information on staff and committee members.
* Info to local estate agents. (for noticeboards)

Welcome pack. Simon Cawte to draft questionnaire. Letter re: email ads

Update website.

* Sibs- Anchor points for abseilers (Peter Canning)
* Use of community room

-table tennis

-board games

-radio

-get rid of smell of eggs

**Ideas for next meeting**

Quorum

Number of meetings (2XGM + 4XMC)

Meeting closed 19:50

**Action points:**

Office to ensure back door is open for meetings

Office to add Parking as standard agenda item

Office to produce map of ground floor showing office and community room

FK to check with the Council regarding the proposal to replace the front door and intercom system

Sub-committee to meet and begin planning 40th anniversary of the co-op

Office to begin creating profiles for staff and committee members and update the website

SC to draft questionnaire for residents

Office to obtain details of local estate agents to publish on the notice boards

Office to send letter to all residents requesting email addresses for email updates and communication