**All Saints Co-Operative**

**Reconvened**

**General Meeting**

**2nd February 2021**

**At 7pm by Zoom**

**1:Present**

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| --- | --- |
| Simon Cawte (Chair) - SB  Gilly Burns - GB  Yetunde Adenyin - YA  Vince Cooper - VC  Anthony Quillet - AQ  Simon Burns - SB | Kamila Klidzia (Management Team) - KK  Tiree Campbell (Management Team) – TC  Foday Kamara (WBC) - FK |

**Apologies**

Carly Rhodes, June Draisey

**2: Minutes of the last meeting**

These minutes of the last AGM were not available at the meeting so have not been approved. This will be deferred until the next General Meeting.

**3: Managers Report**

**Covid-19 and Safety Measures:**

We have made changes to cleaning, focusing on contact points and ensuring the chemicals we use are sufficient to kill any bacteria, in line with the government guidelines. We have been working from home but have continued to complete weekly estate inspections and attended site when needed to deal with any repairs or visits. All staff and contractors are wearing masks and maintaining social distancing.

**Repairs:**

Essential/emergency repairs have continued which includes leaks, flooding, loss of heating/hot water and annual gas safety checks which are a legal requirement. External works have continued as normal where contractors have been available. We had abseilers rectify a damaged part of the external building and a boiler replaced that WBC are covering the payment for.

Due to restrictions on non-essential works, we continue to focus on urgent and essential works however, we will endeavour to undertake additional works when it is safe and permitted to do so. Our main priority is the roof issues, however, all jobs should still be reported and contractors will still be attending site to ascertain the problems.

**Roof Leaks:**

We have had major leaks to the main block roof that is affecting the majority of the 6th floor. This is being dealt with by us and the help of WBC who sent out a Building Maintenance Inspector (BMI) to report on next steps. The BMI attended late December and has issued a report; the recommended works were completed last week and we will continue to monitor the situation inside each affected flat so that internal repairs can be completed as soon as we are certain there is no more water coming through.

Along with the main roof we also have 5 houses with leaks, work started on the 4th January and we now have quotes for all works which we hope to complete within the next week.

The back stairwell to the block also has a leak and we have obtained the required quotes, we are now in the process of booking the contractor to complete the works.

**Sales/Voids/Mutual Exchange:**

We have had a lot of change on the estate in the last year. Two properties are in the process of selling but are having issues due to the roof issues and the requirement for an EWS1 form and supporting information. We have now had confirmation that the cladding at the top of All Saints Court is not considered an issue as there is no insulation – an EWS1 form is now available however it is noted that the window panels do require replacement as they are not up to current regulations. The Council have confirmed that there is no cost to leaseholders for this work although we do not have a timescale for the works to take place.

We have also had one sale complete; the new resident who joined our estate in December and has emailed to say how welcoming and friendly his neighbours are, which is nice to hear.

One of our tenanted properties participated in a mutual exchange so we hope that the new tenants will join us as members of the co-operative. We intend to schedule a new tenancy visit where we will discuss the co-op further however, this has not yet been possible due to the restrictions.

The meeting requested that the management team contact all leaseholders to advise them that the external wall certificate is available should they require it.

**Finance update**

As of 31st December 2020, our income is slightly lower than expected as we have not yet received the bad debt and void allowances from the Council which are paid annually. This is not concerning as we know the money will come through before the end of the financial year.

Block costs have a small surplus of £760 26, mainly due to low spend on block lighting although we are aware of some issues so if the overall financial situation remains stable, we will plan any required upgrades.

Cleaning costs are also showing a slight surplus of £385.23 due to small savings in costs.

Block services are overspent by £555.78 due to higher electricity costs than anticipated.

Overall the block costs show a surplus of £589.71

Estate costs show a surplus of 2560.23 due to small savings for drainage, pest control and Estate materials.

Staffing costs show a small surplus of £492.01 due no expenditure on recruitment or training.

Management costs show a surplus of £3773.08. There are costs for HR support which we are shortly to receive a bill for, however there are savings in other areas which we expect to still keep the overall total firmly in the black.

Overall, service costs show a surplus of £6923.02, there are some small bills due but we remain in a stable financial position.

This means that service chargeable costs are in surplus of £7512.73. We will be working on finalising any outstanding debtors in the coming weeks and will look at any upgrades we can completer with remaining funds before year end.

Tenant costs are slightly overspent by £82.29 due to repairs required within the properties which are deteriorating due to age. We are trying to keep on top of the maintenance but it is becoming difficult, particularly with roof issues in the houses. We plan to discuss this with the Council and seek additional funding however, this has not been possible as yet.

**45 Adoption of audited accounts**

KK presented the accounts reporting an overall £28,506 deficit however we need to note that £26,956 of this is due to bad debt being written off during this financial year. Our accountants and auditors worked together to go through many years of accounts and review all of our debtors and it was found that several debtors had no real prospect of recovery, leaving them in the accounts unfairly inflates our debtors position and could seem that we are not chasing debtors to recover debts but this is not the case. This is not something that we intend to have to repeat again and has no effect on our cash flow or balances and is effect a tidying up exercise. Aside from the bad debt write off, our overall operating deficit for the financial year was £1527 which is mainly from overspending on tenanted properties – this deficit will be recovered from our retained earnings reserve and will not affect the level of the Service Charge.

The Management Committee will review the final accounts further and will report to the next General Meeting however in the meantime, the meeting voted unanimously to approve these accounts for the financial year 20/21.

**5. Auditor appointment for 20/21**

KK reported back that the performance by Simpson Wreford Partnership was very good for this financial year with reports completed on time and in order, KK therefore recommended the meeting re-appoint SWP for the upcoming year.

This was proposed by VC and seconded by SC, all were in favour.

**6. Nomination of Management Committee**

All members of the committee stood down.

Nominations were received from Simon Cawte, Peter Canning, Carly Rhodes, June Draisey, Gillian Burns, Terry Bourke, Sandra Besson and Vince Cooper.

All were voted in unanimously.

A nomination was also received from Simon Burns however KK advised that the rules would need to be checked to ensure that it is permitted for two members of the same household to serve on the committee. The nomination was approved pending confirmation it is permitted by the rules.

**7. AOB**

It is a constitutional requirement that at each AGM a vote is held to determine whether the members wish for the Co-operative to continue to manage the estate.

The vote was held and all members were in favour of the co-operative continuing.

The meeting agreed that the focus for the upcoming year would be:

* Cost control
* Improvements (CCTV, block aesthetic and car park surfacing)
* Fire safety issues following the introduction of the EWC1 form

Discussions were held regarding improvements to the houses; external sheds, bin stores and gates which will be planned in where possible. The management team confirmed that they are looking at the budget for these works as the amount currently received from the Council is insufficient for the works required.

A query was raised regarding the lift refurbishment works as they were previously scheduled to be undertaken in 21/22 however a leaseholder has now been told it will be 2025. The management team will seek clarification from the Council.

Meeting closed at 19:45