

MINUTES

ANNUAL GENERAL MEETING

Held on Tuesday 21 June 2022

At the Co-operative's office, 33 Henry Jackson House

The meeting started at 7.35pm. Catherine Desson, Chair, led the meeting

1 - Present/Apologies

- Present x9 – Sarah Ashwell, Mike Biddick, Catherine Desson, Leslie Knight, Sandra Osborn, Sandrine Tiller, Dominic Wilson, Sarah Yetman, Elena Zanger + Nasser Hashemi + Sarah Stevens (WBC)
- Apologies x2 – Shevaun Davis, John Fooks
- The meeting was quorate (nine required, nine in attendance)

2 - Minutes of last Annual General Meeting - approval

- The minutes of the last Annual General Meeting (22 June 2021) were proposed for adoption by Catherine Desson and seconded by Sandrine Tiller
- The minutes were approved as a true record of the meeting. All members voted in favour

3 - Matters arising from previous minutes

- Item 3 – Matters arising – Item 8 – Election of members – UPDATE: Nasser Hashemi advised there may be two to three new committee members joining
- **ACTION – Nasser Hashemi/Catherine Desson – introduce draft induction pack to new members at 12 July Committee meeting**
- Projects 2021/22 - Phased work – UPDATE: Nasser Hashemi advised that the communal door project was on hold, with focus now on garden-side fencing – currently seeking quotes

4 – Declaration of interests 2021-2022

- There were no declarations of interest

5 – Audited Accounts 2021-2022

- Nasser Hashemi advised the AGM that the Audited Accounts had been approved at the 24 May 2022 committee meeting
- The committee members have seen the Auditor's report, which is very positive
- Sandrine Tiller observed that it was pleasing to see that the report included the following comments: "...no deficiencies with internal control" and "a clean bill of health"
- Audit report headline figures:
 - Revenue £142,131 – notable decrease from 2020/21 due to hand back of rent account (a good decision)
 - Maintenance costs overall £52,835 – spent less than anticipated due to Covid, access to contractors, etc – being brought into 2022/23
 - Estate electricity £3,688 – fixed term contract ends this month, so expect to see a big rise – currently negotiating to stay on capped price at present (a saving over fixed)

- Bulk rubbish fees £550 - reduced due to fewer incidents – residents no longer dumping as much – cameras have helped
- Noted that 2020 had no maintenance activity in tenanted flats due to Covid
- Salaries and temporary staff reduced by £448 – kept under control as Felsham Road and Wimbledon Park have been providing staff cover each other for holidays at no cost
- Staff training and welfare £1065 - amount has risen as Covid ended and events started again
- Service charges repayable (recoverable) (£2373) - £50 recharge to leaseholders on average – mindful of not spending too much due to forthcoming roof work
- Nasser Hashemi explained that work on the audit report is now all done online – auditors use password-protected folder for the duration of the audit – far more efficient for both sides
- It was noted that the Committee had received a very comprehensive account of the Audit report
- It was also noted that Nasser Hashemi had done very well to keep control of costs, given current circumstances (with some costs rising between 25% to 30%)
- The audited accounts were proposed for approval by Sandrine Tiller and seconded by Elena Zanger. All present agreed with the proposal
- Catherine Desson thanked Nasser Hashemi and John Fooks (outgoing Treasurer) for their hard work on behalf of the Management Committee and the wider Co-operative

6 – Appointment of Auditors

- Nasser Hashemi advised he has been very satisfied working with Simpson & Wreford
- The appointment of auditors, Simpson & Wreford, was proposed by Sarah Ashwell and seconded by Sarah Yetman. All present agreed with the proposal

7 – Projects 2022/2023

- Nasser took the group through the list of projects for 2022/23 as follows:
 - Section 20 – major works – roof
 - Sandrine Tiller met Nigel Riemmer very recently and offered to be a point of contact for the Committee if useful to him
 - Nigel Riemmer updated her as follows:
 - Project still on consultation period therefore no schedule available yet
 - Onsite resident liaison officer will be present as the main point of contact for the project
 - New roof will come with 15-year guarantee for pitched element + 60-year guarantee for tiles and components + 30-year guarantee for flat roof element
 - Work will involve changing the mansard, adding layers of insulation, then felt and guard rails + decorating/cream paint, metal work, etc + pointing chimney stacks + changing all hatch doors
 - The Council seems serious in wanting to ensure minimal disturbance by tackling the project on a block-by-block basis
 - Catherine Desson thanks Sandrine Tiller, on behalf of the estate residents, for investigating further with Nigel Riemmer

- There was a discussion during the AGM about the online reviews of the selected contractor (Breyer) - **ACTION – Sandra Osborn/Leslie Knight/Mike Biddick – check out online reviews again**
- The AGM agreed to ask Nigel Riemmer to provide the justification criteria for selection of the top two contractors and to see references and establish how long they have been trading - **ACTION - Sandrine Tiller**
- **ACTION – Nasser Hashemi/Catherine Desson – raise at Co-op Forum Mon 27 June to see if anyone has feedback/experience of Breyer**
 - Phased projects – repainting of outdoor wooden shed and bin chamber doors
 - Phased projects – replacement of wooden fencing (two gardens identified to start on)
 - Phased projects – reflooring to ground floor tiles (where flooded last year)
 - Refurbishment of bike shed at John Keall House (ready for Mon 27 June)
 - Increase space at HJH parking bays (bollards moved for better access)
 - Additional children’s bicycle rack (COMPLETED - already full)
 - Replacement of estate signs (COMPLETED)
 - Scrubbing/polishing of floors on all communal landings (to start July/August)
 - Jetting of main drains and communal stacks and gutters (JKH COMPLETE, HJH, GH, FH remaining)
- Nasser Hashemi explained that the last quarter had seen a lot of work take place
- He thanked Mike Biddick and Leslie Knight for their support on the more technical projects

8 – Continuation Vote

- All members present voted in favour (9/9) to continue as a Co-operative

9 – Election of members

- All committee members stood down. Members who offered to stand again:
 - S Ashwell
 - M Biddick
 - C Desson
 - L Knight
 - S Osborn
 - S Tiller
 - D Wilson
 - S Yetman
 - E Zanger
 - In addition, there may be two to three new committee members joining at the next Committee meeting (they could not be present today)
- Nasser Hashemi advised that committee member roles will be confirmed at the next committee meeting (Tuesday 12 July 2021)

10 – AOB

- Catherine Desson advised that the 15 wild roses have been received and potted on – plan is to plant them on the estate during September/October
- Nasser Hashemi advised the Co-op is bidding for a SIBS grant for seven new benches + technical kit to enable Zoom meetings to take place more easily – at the next Co-op Forum meeting on Monday 27 June
 - 2022/23 SIBS grant pot of £30k across all Co-operatives

- Elena Zanger and Catherine Desson raised potential issue of large tree on garden side of HJH – keep watch
- Nasser Hashemi formally thanked John Fooks for all his hard work and dedication in support of the Co-op and Committee over the past 20+ years
- He also thanked Sarah Stevens of Wandsworth Council for her ongoing support
- Sarah Stevens thanks Nasser and the Committee for their efforts
- Catherine Desson thanked Nasser for his hard work during last year given the ongoing challenges of the pandemic and his ability to deal effectively with residents

The meeting closed at 8.25pm.

2022 meeting schedule (all start at 7.30pm) – next meeting is highlighted

| Date | Meeting |
|-------------------------|-------------------|
| Tuesday 12 July 2022 | Committee meeting |
| Tuesday 11 October 2022 | Committee meeting |