

MINUTES

ANNUAL GENERAL MEETING

Held on Tuesday 13 June 2017 at 7.30pm at the Cooperative Offices, 33 Henry Jackson Road

The meeting started at 7.35pm. Mike Biddick, Deputy Chair, led the meeting.

1 - Present

- Mike Biddick, Ani Chakrabarti, John Fooks, Leslie Knight, Colm Rainey, Sarah Yetman, Elena Zanger
- Nasser Hashemi + Bernie Brennan, WBC
- There were no apologies
- The meeting was not quorate (seven attended 9 required) and will reconvene on 20/06/17 to take forward the various proposals

2 - Minutes of last AGM (14 June 2016) - approval

- The minutes were proposed for approval by Sarah Yetman and seconded by Elena Zanger. All voted in agreement

3 - Matters arising from previous minutes

- There were no matters arising

4 - Audited Accounts 2016/2017

- John Fooks, Treasurer, commented on a strong set of accounts, showing a surplus of £20.4k of which £14k is for reserves/cyclical decs
- Operating profit of £1.14k - successful outcome due to Nasser's tight control of costs and ability to negotiate hard on new deals
- Improved cash flow – the move to service charge collection eight times/year has helped a lot
- The Co-op is in control of its costs
- The audited accounts were proposed for adoption by Elena Zanger and seconded by John Fooks. All voted in favour

5 - Appointment of Auditors

- The Co-op has gone out to tender with a group of eight other Co-ops (our current auditor will be unable to service an account of this size)
- Decision taken to appoint Simpson & Wreford, based in Croydon - experience of this practice from other Co-ops
- New arrangement will save FRC over £300/year (and far more overall with the other eight taken into consideration)
- Recent tender experience has been very positive- three new Co-ops on board and this new group is an informal replacement for WHAC. Already sharing knowledge and experience beyond the auditor tender, eg sharing contractors' list and starting to have regular, quarterly meetings of Co-op managers
- Recognition of the great job the Co-op managers have done in this tender
- Proposed by John Fooks and seconded by Ani Chakrabarti. All voted in favour

6 - Projects 2017/2018

- Specific comments on the following projects:
- Re-fencing - starting Summer/Autumn 2017. Meeting will take place at the end of June to plan details. Likely to take 4-5 years to do the whole estate
- Security lock upgrade – replacement door keys will be issued on a 1+1 basis. The project is currently out to tender

- Additional night vision CCTV cameras for FH and JKH.
- CCTV cabling antenna for JKH – now 15 years old and time to consider upgrading
- Painting of office exterior – to be completed now that the ivy has been removed
- Resurfacing of groups floor level tiling in communal entrances – looking for a more robust solution (possible commercial product)
- Ball park refurbishment – hoping for WBC grant in 2017/2018 or 2018/2019 via Estate Services budget
- Removal of old satellite dishes/wiring + analogue aerials/wiring – a tricky job but will be done
- There was a question re tenant upgrades (kitchens and bathrooms). Nasser and Bernie explained that WBC's plans have been delayed (their original plan was for the work to start in May 2017). This is delayed and WBC's current plan is to start in September 2017 (for all kitchens and bathrooms that have not yet been upgraded to be done + all boilers that are not yet combi boilers to be done). WBC have identified this as a single scheme involving about 10 smaller estates. The size of the tender may lead to some delays, as a larger tender can be more complicated. For the time being, on the spot repairs are being done. We will not hear from WBC until after the tender process, after which they will provide the Co-op with a template letter to send to tenants information them of what will happen next. While the delay is disappointing, the fact that this scheme is formally on WBC's programme of works means that it will be delivered.

7 - Continuation Vote

- Decision taken to continue as a Co-op
- All voted in favour

8 - Election of Members

- All committee members stood down and all offered to stand again:
 - Sarah Ashwell
 - Mike Biddick
 - Ani Chakrabarti
 - Catherine Desson
 - John Fooks
 - Leslie Osborn
 - Louise Thompson
 - Sarah Yetman
 - Milton Astley
 - Elena Zanger
- The meeting voted to accept these people as committee members
- Separately, Bernie Brennan commented on the effectiveness of the committee, describing it as a strong, progressive group

9 - AOB

- Caretaker
 - The caretaker was sacked in March (recognition of the excellent support provided by Peninsular at the time)
 - Currently using Star Cleaning to tide us over
 - Poor response to job advert - little experience and/or continuity
 - Other Co-ops facing similar difficulties so plan to join on a shared ITT to secure the right cleaning company
- Residents' meetings
 - The Committee is proposing to scale down the number of residents' meetings from four/year to two/year (AGM in June and budget in February)
 - This complies with our governance and we can still call exceptional meetings should we wish

- The Committee is committed to maintaining communication across the estate through regular newsletters
- The recommendation was proposed by Elena Zanger and seconded by Ani Chakrabarti. All voted in favour
- December/January pantomime
 - **ACTION - Nasser and Elena - meet to start planning for Wimbledon trip**
- Final thanks to Nasser for a job well done this past year. Thanks also to Bernie for his continued support

The meeting ended at 8.45pm