

## MINUTES

### ANNUAL GENERAL MEETING

Held on Tuesday 11 June 2019 at 7.30pm at the Cooperative Offices, 33 Henry Jackson Road

**The quorum for the meeting was not achieved. The meeting was reconvened at the same place and time on Tuesday 18<sup>th</sup> June 2019**

The meeting started at 19:35. Mike Biddick, Deputy Chair, chaired the meeting.

#### 1. Present/Apologies

- Present – Mike Biddick, John Fooks, Sarah Yetman, Elena Zanger + Nasser Hashemi + Sarah Stevens (WBC)
- Apologies – Ani Chakrabarti, Sandrine Tiller
  - **ACTION 1 – Nasser** – remind members to send apologies if unable to attend any meetings (Management Committee members in particular)
- The meeting was not quorate (nine members required, four in attendance) – the meeting will reconvene w/c 18 June in order to ratify the decisions taken at the AGM

#### 2. Minutes of last AGM - Approval

- The Minutes were proposed for approval by Mike Biddick and seconded by Sarah Yetman. All present agreed with the proposal

#### 3. Matters arising from previous minutes

- There were no matters arising from the previous minutes

#### 4. Audited Accounts 2018/2019

- John Fooks took those present through a number of points as follows:
  - Simpson & Wreford (S&W) provided a very positive auditor's report with no queries (the Co-op has experienced few voids, tenanted costs are considerable down, there were no major projects, all is in line with what was budgeted for)
  - S&W highlighted an outstanding invoice from 2010 – Nasser explained that it was linked to major works at the time, with WBC invoiced for the VAT element (circa £13-14k). The query has since been investigated, with confirmation that the required amount was paid to the Co-op in 2012 after an adjustment. We will be seeking approval from S&W.
  - **ACTION 2 – Nasser** – circulate S&W's letter

#### **Simpson & Wreford's statement**

"Dear Sirs,

FELSHAM ROAD CO-OPERATIVE LIMITED – REPORT TO MANAGEMENT 2019

During the course of our audit for the year ending 31 March 2019, we write with regards to matters that arose as a result of our audit procedures. During the course of our audit we undertook a number of normal audit tests that are designed to assist us in forming our opinion on the financial statements. Our tests may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit tests, we would of course inform you immediately. We hereby confirm there are no points or recommendations we wish to make to the management and Management Committee of Felsham Road Co-operative Limited with regards to possible

improvements that could be made. We do not report to you on matters that are clearly trivial in nature. This report has been prepared for the sole use of the management committee of Felsham Road Co-operative Limited and must not be shown to third parties without our prior consent. No responsibilities are accepted by Simpson Wreford & Partners towards any party acting or refraining from action as a result of this report. Finally, we would like to express our thanks to all members of the company's staff who assisted us in carrying out our work. Yours faithfully Simpson Wreford & Partners"

- The audited accounts were proposed for approval, subject to adjustment (see above) by John Fooks and seconded by Sarah Yetman. All present agreed with the proposal

## 5. Appointment of Auditors

- Nasser Hashemi asked the AGM to agree with the reappointment of Simpson & Wreford as auditors for 2019/2020
  - The reappointment was proposed for adoption by John Fooks and seconded by Elena Zanger
- Nasser Hashemi proposed pushing future AGMs back a week to allow more time to assimilate the auditor's report
  - The suggestion was proposed for adoption by John Fooks and seconded by Elena Zanger

## 6. Projects 2019/2020

- Nasser Hashemi took those present through a number of points as follows:
  - Refurbishment of tenanted kitchens/bathrooms/WCs by Amber Construction
    - Four properties completed to date – 16 work in progress – 6 to be started mid-June
    - Recognition of the effort Amber have put into managing the relationship between tenants and building contractors – contractors have been very polite and the project has benefited from the knowledge and experience of Amber's onsite project manager
    - A handful of issues with Amber early in the project relating to parking, a handful of appointments - now resolved
    - Since then most issues that have arisen have been issues with tenants
    - John Fooks commented on damage to some communal walls during the project work – Nasser Hashemi confirmed all in hand with a plan to remedy at the end of the project
      - **ACTION 3 – Nasser** – check condition of communal walls with Ramsay, Amber's project manager and secure final assessment of any necessary remedial work from Keegans at the end of the project
  - Replacement of tiling to stairs in each block – ongoing project – work to start in FH and HJH next week – hoping that most work should be finished by September, although may slip into early 2020 (dependent on Woody's availability)
  - Void refurbishment of tenanted property – ongoing at present and likely to be completed by the end of the summer
  - CCTV-related issues – work being undertaken to upgrade the power supply
  - Scrubbing/polishing of floors in all communal landing – will be undertaken after tiling project completed
  - Jetting of main drains and communal stacks – two blocks done, one to start soon, all to be completed by the end of the summer
  - Re-application of anti-climbing paint on top of all bin chambers and metallic gates – now due and will be undertaken over the summer

- Updating Residents' Handbook – work in progress – awaiting clarity on insurance section
  - **ACTION 4 – Nasser and Sarah Stevens (WBC)** - follow up on our behalf
- Replacement of washing area poles – two done and final two to be completed over the summer
- Replacement of all internal/external roof hatches – delivered and awaiting installation
- Removal of old satellite dishes, aerials and wiring – all gone bar two or three on the side (to be removed soon)
- Installation of new door closers to communal entry doors – purchased and will be installed **after** Amber Construction have finished
- Replacement of glass to communal windows – will be tackled block by block
- Transferring rent database to WBC's NPS system – project underway

## 7. Continuation Vote

- Nasser Hashemi asked the AGM for a show of hands to continue as a Co-operative for another year
  - All members present voted in favour (4/4)

## 8. Election of Members

- All committee members stood down. Members who offered to stand again:
  - C Desson
  - M Biddick
  - J Fooks
  - S Yetman
  - A Chakrabarti
  - L Knight
  - M Astley
  - E Zanger
  - S Ashwell
  - S Tiller

## 9. AOB

- There was a discussion about how to encourage more representation from tenants at meetings and four ideas were considered:
  - Fix a tenants' meeting after the Amber Construction project to gain their feedback on the project itself AND learn for future major projects
  - Consider different timings for certain meetings – Sarah Stevens (WBC) explained that Wimbledon Park Co-operative are trialling a different day and time for their forthcoming AGM in July – a Saturday at 10.30 instead of evenings
    - **ACTION 4 – Sarah Stevens** – update Nasser Hashemi re turnout
  - Delivery of Co-op newsletters in 'named' envelopes to encourage people to read them – agreed that Nasser will try this from this point onwards
  - Consider running a short online survey across the estate to try to assess interest, etc
    - **ACTION 5 – Sarah Yetman** – develop first ideas of possible survey questions and circulate for review

The meeting closed at 20:25