

MINUTES

RESIDENTS' MEETING

Held on Tuesday 03 March 2020 at 7.30pm at the Cooperative Offices, 33 Henry Jackson Road

The meeting started at 19:40 and was led by Catherine Desson, Chair.

1 - Present/Apologies

- Present x7 – Mike Biddick, Catherine Desson, Sandrine Tiller, Sarah Yetman, Elena Zanger + Nasser Hashemi + Sarah Stevens (WBC)
- Apologies x2 – Anindita Chakrabarti, John Fooks
- The meeting was not quorate (nine required, five in attendance)

2 - Minutes of last Residents' Meeting - approval

- The minutes of the last Residents' Meeting (05 March 2019) were proposed for adoption by Catherine Desson and seconded by Mike Biddick
- The minutes were approved as a true record of the meeting. All members voted in favour
- The meeting will reconvene next week to ratify the proposal (meeting not quorate)

3 - Matters arising from previous minutes

- Item 6 – Continuation ballot – took place with positive results – Sarah Stevens confirmed she has raised issue of sharing benchmarking data with little feedback
 - **ACTION – Sarah Stevens** – try again at Co-op Forum

4 – Budget 2020/2021

- Nasser Hashemi presented the draft budget 2020/2021 for adoption and highlighted the following items:
- Income
 - WBC allowance increase of 2.55%
 - Service charge increase of 1.7%
- Block cost
 - Increase of 1.7%
- Estate Costs
 - Increase of 1.7%
 - Cleaning contract to remain £15,994.80 – cleaning receives £8.50/hour from company. Co-op to award quarterly bonus of approx. £731.25/quarter to bring hourly wage to £10.75 (London Living wage)
- Staffing
 - Increase of 2%
- Service costs
 - Saving of £889 on depreciation
 - Saving of £1,038 on copier
 - Saving of £393 for office phone (BT Cloud)
- Tenants Cost
 - Increase of 1.7%
- Overall surplus £3,195.00 allowance increase of 2.55%
- The attendees thanked Nasser Hashemi and John Fooks for the work they had undertaken to prepare a well-structured budget for the forthcoming financial year
- The budget was proposed for adoption by Sarah Yetman and seconded by Sandrine Tiller. All others supported the proposal
- The meeting will reconvene next week to ratify the proposal (meeting not quorate)

5 – Planned repairs 2020/2021

- Nasser Hashemi provided an update on planned projects for the Felsham Road estate for the coming financial year as follows:
 - Installation of new floor tiles to risers in communal landing – all done, now snagging)
 - Kitchen/bathroom tenanted property refurbishment (two snagging, 1 remaining)
 - Upgrade of CCTV
 - Installation of new communal entry doors - approx four entrances, starting with roadside first – exploring designs with contractors – to be presented at May Committee Meeting
 - Repainting of communal doors/frames/new closers (Garden side) – as needed
 - Tree pruning programme – due every three years
 - Refurbishment of drying areas – ongoing
 - Polishing of all communal landings – ongoing
 - Replacement/removal of worn signs in communal areas – ongoing
 - Replacement of communal window glass – ongoing
 - Jetting of stack pipes and gulleys – ongoing
 - Refurbishment/replacement of outdoor benches – likely Summer
 - Installation of fire doors to remaining tenanted flats –four or five left to do - WBC to reimburse
 - Installation of fire doors to leasehold flats – 30 leaseholders in a shared programme – application in to WBC – work to start in new FY2020/2021
 - Lighting in/around bike sheds – considering sensor option as possibility

6 - AOB

- Issue with items being left of landings – repeat offenders – Nasser following up
- Issue with doors being propped open – Nasser advised that he/caretaker check each day as a matter of course
- Sarah Stevens reported back that Co-op Forum on 02 March was postponed. However, £20k left in the fund for 2019/2020 with suggestion to use it to provide planters for the various estates
 - **ACTION – Nasser** – work out sizes/quantities and pass to Sarah Stevens by Friday 13 March 2020

The meeting closed at 20:17.

Forthcoming meetings to end 2020	
Tuesday 26 May	Committee Meeting
Tuesday 23 June	AGM
Tuesday 14 July	Committee Meeting
Tuesday 13 October	Committee Meeting