

MINUTES

ANNUAL GENERAL MEETING

Held on Tuesday 22 June 2021 at 7.30pm (online meeting via Zoom)

The meeting started at 19:35 and was led by Catherine Desson, Chair.

1 - Present/Apologies

- Present x8 – Sarah Ashwell, Mike Biddick, Anindita Chakrabarti, Catherine Desson, Leslie Knight, Karen Long, Sandra Osborn, Sarah Yetman + Nasser Hashemi
- Apologies x5 – John Fooks, Ashley Gowhary, Sandrine Tiller, Elena Zanger + Sarah Stevens (WBC)
- The meeting was not quorate (nine required, eight in attendance)

2 - Minutes of last Annual General Meeting - approval

- The minutes of the last Annual General Meeting (30 June 2020) 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

3 - Matters arising from previous minutes

- Item 6 – Projects 2019/20 – Possible installation of movement-sensitive lights - Nasser Hashemi advised that this would be too much of a big undertaking to take on now. He reminded those present that the installation of low wattage LEDs had lowered the cost of electricity
- Item 8 – Election of members – Nasser Hashemi advised that committee numbers staying constant with the addition of two new members recently (Karen Long and Sandra Osborn) – still keen to secure more tenant representation on the committee
 - ACTION to draft personal letter (and possibly 90-second video) for tenants to encourage participation remains (for Catherine Desson/Nasser Hashemi)

4 – Declaration of interests

- There were no declarations of interest.

5 – Audited Accounts 2020/21

- Nasser Hashemi advised the AGM that the Audited Accounts had been approved at the May 2021 committee meeting
- The committee members have seen the Auditor's report, which is very positive (report to be shared with WBC as evidence that things are in good shape and that hard work has paid off) – excerpt from report: *"We are pleased to note that we have not identified any deficiencies with the co-operative's internal controls during the year."*
- Auditors report on Management and oversight of the cyclical decoration and cyclical maintenance funds/reserves – *"We agree it is prudent for the co-operative to provide for these works each year. Indeed, we have identified and seen evidence of works to carried out that draw down on these funds. However, we would encourage the management committee to review these funds on a regular basis (at least annually) to ensure the co-operative is not over or under providing"*.
 - £132k in tenanted cyclical decs to be used (being used on phased projects, communal doors, fencing, etc)
 - WBC provide £14k/year for tenanted cyclical decs – too much build up over past 11 years
- Audit report headline figures:
 - Revenue £156,607
 - Surplus £13,800 – due end Feb/Mar – projects into 2021/22
 - Shareholder funds £197,880

- Service charge repayable to leaseholders (circa £150/£160 per leaseholder – will be adjusted in July 2021 service charge demands)
- No deficiencies and no outstanding matters
- The audited accounts were proposed for approval by Catherine Desson and seconded by Karen Long. All present agreed with the proposal
- Catherine Desson thanked Nasser and John 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 happy working with Simpson & Wreford and has been particularly impressed with their working relationship during the pandemic
- The appointment of auditors was proposed by Catherine Desson and seconded by Mike Biddick. All present agreed with the proposal

7 – Projects 2021/22

- Nasser took the group through the list of projects for 2021/22 as follows:
 - Phased projects – four new communal front doors, John Keall House
 - Sourcing contractors at present – narrowing down from 10 – looking for contractors with experience of working on council estates – hoping to install Feb/Mar 2022 and Mar/Apr 2023 – will roll into FY2022/23 – garden-side doors will be repainted
 - Nasser explained that refurbishment/painting of railings will be done at the same time as installation of new doors
 - Installation of new bike shed
 - Now installed – waiting on root panel to be retrofitted in next 12 weeks
 - Children’s bicycle racks
 - Installed by Greville House – currently looking at screening options
 - Additional looped bicycle racks at John Keall House
 - Bid for SIBS grant for £750 approved at 21 June 2021 Co-op Forum
 - Nasser asked the AGM to consider new ideas for applications for September 2021 Co-op Forum
 - Fire door installation to remaining seven council tenanted properties
 - All now complete
 - CCTV cameras – installed/repositioned
 - Scrubbing/polishing of floors in all communal landings
 - Started on month ago – 4/5 blocks left – complete by end July 2021
 - Jetting of main drains (took place March 2021) and communal stacks/gutters (taking place this year)
 - Jetting of main drains took place March 2021
 - Occasional local blockages from sills to stacks dealt with on case by case basis (resident responsibility)
 - New resident handbook
 - Delayed due to NPS issues – now needs amending – updated handbook will also need to reflect WBC emergency services link with Richmond
 - Replacement of estate signs – plan to explore slate as an option
 - Drying area refurbishment Henry Jackson House – to be done w/c 12 July 2021
- In addition, 10 x planters have been installed and planted (successful SIBs grant)
- **ACTION – Nasser Hashemi – develop a list of phased work and likely costs**

8 – 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 (8/8)

9 – Election of members

- All committee members stood down. Members who offered to stand again:

- S Ashwell
- M Biddick
- A Chakrabarti
- C Desson
- J Fooks
- L Knight
- S Tiller
- S Yetman
- E Zanger
- Plus the Co-op welcomed two new committee members:
- Karen Long
- Sandra Osborn
- Catherine Desson nominated all committee members – Sarah Ashwell nominated Catherine Desson
- Nasser Hashemi advised that committee member roles will be confirmed at the next committee meeting (13 July 2021)
- Nasser also advised that Anindita Chakrabarti may consider replacing John Fooks as Treasurer when he leaves the committee at the end of FY 2021/22

10 – AOB

- Nasser Hashemi advised that WBC want annual report to be provided for all residents and leaseholders – Nasser has started work on a draft report
- Nasser Hashemi advised that the Co-op is ultimately working towards paperless operations
- Catherine Desson thanked Nasser for all his hard work over the past year (recognising the challenges of working through the pandemic and supporting residents accordingly). She thanked John Fooks for his work on the financial side, Mike Biddick for his work on various projects, and Elena Zanger for her work on the social side. She also thanked the other committee members, as well as Sarah Stevens for her support to the Co-operative

The meeting closed at 8.20pm.