

The Convent Co-operative Limited

The Re-convened General Meeting March 2020

Venue: Co-operative Committee Room

Date: 3rd March 2020

Time: 7.30pm

Present: J.Rafferty, (Chair) M.Kane, D.Doyle, C.Thorpe, S. Butcher, D. Doyle, J.Wilkinson, M.Poole

Apologies: M. Meighan, L.Barrick, B. Moffatt, F. Hessamain, Jo Baxter (WBC)

In Attendance: L. Hayward, S. Field

MINUTES OF THE MEETING

1) APOLOGIES

The apologies were given out as above

2) MINUTES OF THE LAST MEETING

The minutes were read out and Proposed by J. Rafferty, Seconded by D. Doyle as accurate and correct.

3) MATTERS ARISING

None

4) CHAIRS REPORT

- i. Tree works have been completed
- ii. Garage garden project due to be completed by the end of March
- iii. Favourable results from 5 yr. ballot
- iv. New member of staff has been recruited to replace Kirsty. Sarah-Jane Field will commence her employment at the beginning of April
- v. Two properties were broken in to on the same day. Residents have been advised to take extra precautions
- vi. One void property, viewing taking place later in the week.

5) MAINTENANCE REPORT

- i. Drainage problem, WBC responsible as major works
- ii. Window and balcony door adjustments required; contractor employed to address
- iii. Third party work carried by leaseholders to balconies has led to problems which need to be made good

Specialised contractor will be employed to bring area back to original standard costs will be re-charged to tenant / lease-holder.

6) FINANCE REPORT

J. Rafferty reported back – See budget

□ Approval of 2020/21 Budget

- Office costs include a 2% increase for current staff wages
- Pension Provision for new employee
- Office rent has increased to £5800 (Which will be back dated)
- Computer costs to allow for a new PC £900 (not spent last year)
- Legal and professional costs decreased as office lease has now been finalized
- The estimated interest is kept at £750
- £6K for voids
- £3K for extra tree & gardening works
- M & M allowances have increased by 2.57%
- Projected surplus £20K

C. Thorpe Proposed to accept the budget, M. Kane Seconded all agreed.

ESTATE MATTERS

Following a walkabout on the estate with Lorraine & Jo Baxter a suggestion has been made to improve the area to the rear of 2-38 Ericsson Close. The unpaved ground will be fenced off as a dog free area to allow for a safe place for children to play. Apply for SIBS for fencing costs. The area will also need to be turfed. A letter to be sent to all residents

- Some of the trees were not included in the recent specification drawn up by WBC. A discussion is required at the next Estate & Maintenance meeting to decide if works are required to these trees.
- Chequers cleaners are not performing due to a recent change in staff. Works to be monitored and we may need to obtain quotes from other contractors if no improvement is made.

Planters SIBS Grant

Borough Forum

• **Ballot Results**

94.2% of the voters want Convent to continue to manage their properties

93% of the voters think that Convent does a satisfactory job as manager of the properties.

Full results are on the website

Planters SIBS grant

Borough forum hosted a meeting at 15 C attended by M. Poole and J. Rafferty. SIB Budget for planters available and it was unanimously agreed that we would apply for six to be placed in the grounds, exact position to be confirmed once they arrive.

7) AOB

- Office photo copier needs to be replaced. Original contract with Lyndon in 2009 including service & consumables was £68.30 New cost for printer with Scan and Save is £61. (we have recently been paying a reduced cost of £32 but this doesn't include service or consumables as we were out of contract)

C.Thorp proposed seconded D.Doyle

Meeting closed 8.30pm

Signed

Date of Next Meeting 2nd March 2021