

# The Convent Co-operative Limited

## The Re-Convened General Meeting

**Venue:** Co-operative Committee Room

**Date:** 3<sup>rd</sup> March 2020

**Time:** 7.30pm

**Present:** J.Raffety, D.Doyle, C.Thorpe F.Hessamian, C.Telesford,, R.Palmer, Jane.Wilkinson M.Poole

**Apologies:** M.Meighan, B.Moffat L.Barrick, M.Kane, H.Kabbani, J.Baxter

**In Attendance:** L.Hayward,

### 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 Diane Doyle Seconded by Farrokh Hessamian, as being accurate and correct.

#### 3. MATTERS ARISING

None.

#### 4. REPORT ON BEHALF OF THE CHAIR

- Tree works on the Estate have now been completed
- Garage project is well under way and is scheduled to be completed by the end of March
- Very good results returned from the five yearly continuation ballot
- A new member of staff has now been recruited to replace Kirsty, her employment will commence at the beginning of April
- Two properties have been broken into on the Estate, residents have been advised to take extra precautions with security

#### 5. MAINTENANCE REPORT

All day to day repairs are up to date.

Increasing amount of drains in need of clearing. Some paving requires attention, many windows doors require adjustment.

Three area where third party works have been carried out by residents require work to be carried out to bring back to original standard. Quotes to be acquired.

## 6. FINANCE REPORT

- 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

Proposed F Hessamian Seconded C.Thorpe

Agreed by a show of hands

## 7. 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 Ericcson Close. The unpaved ground will be fenced off to allow for a safe place for children to play. The area will also need to be turfed. A consultation letter will be sent to all residents for approval.
- 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.
- 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  
All Agreed with a show of hands
- **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

**8. A.O.B.**

**Date of next meeting : TBA**

**Meeting closed 8.15pm**

**Signed...**

Chairperson

**Date...**