

The Convent Co-operative Limited

General Meeting

Venue: By Zoom

Date: 2nd March 2021

Time: 7.00pm

Present: Farrokh Hessamian (FH), Jane Wilkinson (JW), Maureen Poole (MP), Monica Meighan (MM) - Chair, Sue Daley (SD), Hadi Kabbani (HK), Tom Cheesbrough (TC), Tess Cumming Bruce (TBC), Fiona Harvey (FH), Nick Harvey (NH), Minou Hessamian (MH), Baz Moffat (BM), Colin Thorpe (CT) Brendan Meighan (BrM), Shelia Butcher (SB)

Apologies: Lucy Barrick (LB), Moira Kane (MK), Janet Raffety (JR), S Scott Gohill Williams (SGW).

In Attendance: Lorraine Hayward (LH), Sarah-Jane Field (SJF), Sean Rakauskas (SR), Charlotte Thomas (CT)

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 MP Seconded by JW, as being accurate and correct.

3. MATTERS ARISING

None.

4. REPORT ON BEHALF OF THE CHAIR

- Despite the horrible year we have had, the Co-op continues to flourish. Management ran smoothly thanks to office staff.
- Lightning rods project has been completed but the residents are not happy with the results and HK and FH (along with others) are in touch with the lead project manager at WBC. Residents waiting to hear back and will share with the committee.
- The garden fence rear of 2-38 Ericcson is almost completed. The grass will be left to recover, after which it will be a safe place for children.
- Sadly, we have lost three long-term residents since Christmas and the committee have sent condolences to the families.
- The gardens are looking lovely.

5. MAINTENANCE REPORT

- a) Proposals to look at the flooring in the blocks, committee members to carry out a feasibility study.
- b) Fire doors at the top of the blocks need to be replaced. This will probably be spread over two years.
- c) The lamppost between the two blocks of flats and rear of 2-38 E will be repaired by the end of March.

6. FINANCE REPORT

- a) Approval of 2021/22 Budget
- b) Increase of WBC Management & Maintenance allowance 1.59%
- c) Increase from WBC for bad debts & voids of 1.00%
- d) Provisional amount of 2% pay rise
- e) Extra costs for the office – External decorations £2500
- f) Provision for two laptops for office staff £1000
- g) Accountancy contract went out to tender, fees have risen to £7160 (increase of £1307) (first time since 2013)
- h) Cleaning costs have risen by 3%
- i) £20,00.000 to replace two kitchens for tenants (Tenants cost only)
- j) £7, 000.00 for a void
- k) Projected surplus £2,175. 00

Proposed HK, Seconded BM
Agreed by all.

7. ESTATE MATTERS

- a) The fence is almost finished behind 2-38. The area will be left locked until the grass recovers otherwise seeding or turf will be required. BM asked if this project was going OK.
- b) Two tenants' kitchens to be replaced.
- c) New visitor's parking permits will be reissued in March and the old ones will become invalid.
- d) JW has cleaned the garden beside the office NH and FH to donate some plants. The soil needs to be improved first. If anyone would like to help with the planting, that would be welcome.
- e) The garage garden area was delayed by COVID-19, but the pond will go in very soon. Two trees may need to be removed in the area which will have an impact.
- f) Six troughs will be planted up and placed near the houses at the bottom of the estate.
- g) HK asked about some rubbish in the garage area. JW says it comes from a resident to create another compost bin.

8. A.O.B.

- a) BM asked about the UELA Zone. Does anyone know on this? Has anyone had any news about this? There have been no flyers on the estate, but nearby neighbours nearby have had. There was some confusion over who will be liable to extra costs and rules once the Zone comes into effect. Residents' asked office staff to find out information and disseminate in the next newsletter, perhaps in conjunction with news about the new parking permits. We should also add information about converting lampposts to a charging points for electric cars. LH to speak to WBC/TFL and SJF to add information to newsletter/website. See ISMYCARCOMPLIANT website.
- b) Well done to office staff from members for managing the estate throughout the pandemic and moving things online.

Date of next meeting : 4th May 2021

Meeting closed 7.42pm

Signature: Monica meighan
Monica meighan (May 21, 2021 12:18 GMT-1)

Signed...

Email: [REDACTED]

Chairperson **Monica Meighan**