

The Convent Co-operative Limited

Annual General Meeting

Venue: Co-op Zoom

Date: 12TH July 2022

Time: 7pm

Present: Monica Meighan (MM - Chair) Janet Raffety (JR), Maureen Poole (MP), Colin Thorpe (CT), Nick Harvey (NH), Hadi Kabbani (HK), Diana Doyle (DD), Shelia Butcher (SB), Andrej Baran (AB), Cynthia Telesford (CT)), Ruby Palmer (RP), Lydia Thompson (LT), Hadi Kabbani (HK), Richard Davey (RD), Pam Davey (PD), Tom Cheesbrough (TC), Tess Cheesbrough (TCi)

Apologies: Lucy Barrack (LB), Moira Kane (MK), Sue Daley (SD), Markus Kyte (MK), Thomas Apicella (TM), Sudipti Apicella (SA), Oliver Kehoe (OK)

In Attendance: Lorraine Hayward (LH), Sarah-Jane Field (SJF), Tasha Fischer (TL), Keven Lee (KL), Mrs. Lee (ML)

MINUTES OF THE MEETING AGENDA

1. **APOLOGIES:** Lucy Barrack (LB), Moira Kane (MK), Sue Daley (SD), Markus Kyte (MK), Thomas Apicella (TM), Sudipti Apicella (SA), Oliver Kehoe (OK)
2. **MINUTES OF THE LAST MEETING:** Proposed by JR, seconded by CT, all agreed.
3. **DECLARATION OF INTERESTS:** None
4. **APPROVAL OF THE ANNUAL ACCOUNTS:**

Treasurer, JR, read out the report

 - a) Auditors have issued a clean audit report stating that the financial statements in their opinion show a true and fair view of co-ops affairs for the year.
 - b) The management letter issued by the auditors indicates that they have no concerns and there are no weaknesses that they want to report or highlight.
 - c) The co-op's income increased in 2022 to £140K compared to £130k mainly due to additional service charges receivable, as more was spent in the year. Management allowance for the year increased slightly from £68.5k to £69.7k

- d) Expenditure this year was significantly higher compared to the previous year; Co-op spent £144k this year compared to £107k in the previous year. This was because significant amounts were spent in improving tenant properties such as re-wires and new kitchen.
- e) Due to the works carried out to maintain and improve the properties, this year co-op incurred a small deficit of £3k
- f) The cash and bank balance of the co-op remains healthy at £474k with a good working capital of £396k.
- g) Overall, the co-op reserves decreased slightly from £399k to £396k due to the deficit.

MM proposed, CT seconded, all agreed.

5. APPOINTMENT OF AUDITOR: 2022/2023

K.A Johnson is our current Auditor; he has worked well and efficiently on behalf of the Co-op

JR proposed we use him for 2022/2023 Audit JW seconded All agreed.

6. CHAIRS REPORT

- a) Summer jubilee party was a huge success, a big thank you to Maureen and any others that helped.
- b) No major problems on the estate at present, a few outstanding things i.e., pigeons & pavements which we are working towards getting resolved.
- c) The next Borough Forum meeting (October) will be held in the Co-ops meeting room as members prefer to have face to face meetings.
- d) Going forward, all Convent meetings will be held in the meeting room alongside the option to Zoom. This will give residents a chance to meet the committee in person and each other.
- e) Costs of all services and works have greatly increased, this will be reflected in the Service Charges, our rates are some of the lowest in Wandsworth and we will work hard to keep to it this way.
- f) We are still looking for a regular handyman who is reliable and will not charge us extortionate prices.
- g) Thank you all very much, have a lovely summer and keep safe.

7 NOMINATION of COMMITTEE MEMBERS

- a) Baz Moffat, Ashlea Yaw, Lucy Barrick, Scott Williams stood down. They will not be standing again due to low attendance.
Lydia Thompson applied to join the committee and was nominated by JR.

7. ELECTION OF COMMITTEE MEMBERS

No Election required due to low numbers. LH to speak to those who have shown an interest in joining.

7. RESOLUTION TO CONTINUE BEING MANAGED BY CONVENT CO-OPERATIVE LTD

Proposed by HK, seconded JW, all agreed.

8. Estate Matters

- a) The Co-op is looking at a new block cleaning contractors.

Quotes were obtained from:

Chequers £12,252.90 + VAT, (per Annum)

Dublecheck £127216+ VAT,

Regents £6,736.96 PCM + VAT.

Regents has been recommended for a three-month period or a rolling contract before signing up for a year to make sure they are good enough. LH was concerned by the relatively low cost but did a site visit to Felsham Co-op with MM (where Regent/Samsic already works and recommended them) and was satisfied. Further references to be obtained. Proposed by JW, seconded by HK, all agreed.

- b) 26E and 8C balcony /roof repairs required to correct works carried out by a third party and to be re-charged the tenant / leaseholder. Langley Roofing who carried out the original works in 2012 recommended the companies below and will inspect the works upon completion and re-instate the guarantees.

8 Chesterton Close (balcony)

Blenheim £7,082.00,

H20 £8,640.54

Premier £4,567.50.

26 Ericcson Close (balcony& roof)

Blenheim £12,482.00,

H20£ £14,717.00.

Premier £12,783.75

DD Proposed Premier Roofing Contractors MP seconded, all approved.

9. AOB

- a) SIBS - If anyone has any suggestions, please let the office know.

Date of next meeting: 18th July 2023

Meeting closed: 19.42 pm

Signed:

Signature: Janet Raffety
Janet Raffety (Jul 19, 2023 10:29 GMT+1)

Email: [REDACTED]