

The Convent Co-operative Limited

Reconvened General Meeting

Venue: By Zoom / 15 Chesterton Close

Date: 16th May 2023

Time: 6.30pm

Present: Lydia Thompson (LT), Jane Wilkinson (JW), Haddi Kabbani (HK), Maureen Poole (MP) Kaven Lee (KL), Heidi Ting (HT), Sue Daley (SD), Mr King (KL), Andre Baran (AB), Monica Meighan (MM) – Chair,

Apologies: Monica Meighan (MP), Janet Raffety (JR), (Nick Harvey (NH), Fiona Harvey (FH), Colin Thorpe (CT), Mr & Mrs. Davey (RD)

In Attendance: Sarah-Jane Field (SJF) Lorraine Hayward (LH), Tome Gates (TG)

MINUTES OF THE MEETING

1. APOLOGIES

The apologies were given out as above.

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

Unable to sign off as only LT at previous meeting. (Try at next meeting)

4. MATTERS ARISING

None.

5. REPORT ON BEHALF OF THE CHAIR

- a) The pigeon situation is being dealt with and currently with WBC to take forward.
- b) No response from WBC about the pavements. Residents should lodge complaints on the WBC website.
- c) Co-op office external decorations have been completed.
- d) There is a void property after long standing resident and co-op member Diane Doyle passed away. The Chair paid respects and notes the effort and time Diane had given to the Co-op.
- e) Trees have been planted on the estate to honour the Queen the new King.
- f) A gathering was held on Monday 8th May to commemorate the King's coronation.
- g) Internal audit will commence in June.
- h) MM announced she will be standing down as Chair.

6. MAINTENANCE REPORT

- a) There have been a lot of drain problems, and we need to put a reminder in the newsletter about not putting things down the drain.
- b) We have one quote for lighting sensors and need to seek two more due to the cost. In the meantime, we are still looking for block lighting monitors to change the lights as seasons change to try and keep electricity costs down. LT offered to do block 2-12.
- c) There is a big hole in the bin-sheds in block 105-119. Hopefully once the pigeon problem is addressed, there will be fewer squirrels too.

7. FINANCE REPORT

- a) A draft budget for 23-24 was read out – see attached.
- b) Increase in office costs due to SJF is now being paid a more appropriate rate. The budget will be in a better position once we have the figures in. The figures will be agreed the next Management meeting. Office decorations increased the budget slightly. However, cleaning is lower and so is the phone as the new alarm no longer needs a line. There is a big increase in energy costs, a decrease in computer and software. Overall, a £500 decrease in admin costs nit operational costs have increased. The overall increase is reasonable given the economic climate and we have given back the cyclical decorations responsibility to WBC. MM proposed the budget, LT seconds, all agreed.
- c) Management Accounts (see attached). We have spent less than we expected.

8. ESTATE MATTERS

Gardening contract quotes:

Walkers £18, 667 PA,

PHS £98,201 PA,

G&G £8,031 PA – Recommended and chosen

Ground Care Group £10, 262 PA.

JW proposes and LT seconds - all agreed.

9. A.O.B.

- a) Four new shareholders.
- b) We desperately need new committee members as number are dangerously low.
- c) MM will be standing down as Chair.

Date of next meeting : 5th December 2023

Meeting closed 19:42

Signed...
Chairperson

Signature: MT Poole
MT Poole (Dec 29, 2023 09:02 GMT)

Email: [REDACTED]