

# The Convent Co-operative Limited

## General Meeting

**Venue:** By Zoom / 15 Chesterton Close

**Date:** 12<sup>th</sup> March 2024

**Time:** 6.30pm

**Present:** Maureen Poole (MP – CHAIR), Sue Daley (SD), Andre Baran (AB), Karen Hooper (KH), Louise Spencer (LS), Cynthia Telesford (CT), Marcus Kyte (MK), Elizabeth Stopplemoor (ES), Thomas Apicella (TA), Lydia Thomas (LT), Maureen Poole (MP), Jane Wilkinson (JW), Andre Baran (AB), Colin Thorpe (CT), Monica Meighan (MM), Brendan Meighan (BM), Janet Raffety (JR)

**Apologies:** Tasha Risher (TF), James Ross (JR), Mr & Mrs Ces (Ces), Nick Harvey (NH), Fiona Harvey (FH)

**In Attendance:** Sarah-Jane Field (SJF) Lorraine Hayward (LH)

### MINUTES OF THE MEETING

#### 1. APOLOGIES

The apologies were given out as above.

#### 2. DECLARATION OF INTERESTS

None

#### 3. MINUTES OF THE LAST MEETING

MP Proposed, SD seconded, all agreed.

#### 4. MATTERS ARISING

The committee consists of nine - how can we get more people? They can get in touch with LH then come to a management meeting, have a trial run and be co-opted. Anyone can join the Finance & Estate & Maintenance sub-committee, no need to be on the Management Committee.

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

- a) We are in the process of upgrading the two 24-hour lights (bulbs) in each block to help cut costs. They are being replaced with LEDs. We have had initial talks with a WBC representative about the replacement of the block lighting to include emergency lighting as specified in the Fire Risk Assessment. He has suggested that all the Co-ops might do this together.
- b) The application to amend the rule to bring down the quorum to ten from fifteen has been submitted to the FCA.
- c) We will be going out to tender for the accountant and auditor contracts.

## **6. MAINTENANCE REPORT**

- a) Asbestos in one the properties, metal breaking through the ceiling, so must be dealt with. WBC will arrange for the removal of the asbestos and will cover the cost; Co-op is responsible for the replastering & painting of the ceilings which costs over £2K. This applies to tenant's property - if a leaseholder property they would have to pay for the works. If not damaged, there is no concern, but if it is damaged, it would need to be addressed.
- b) Richard Wigley is a new handyman; he's working his way through things slowly now because he's busy. But he's been doing fencing, bulbs, and will be quoting to help fix up the secret garden.
- c) As the contractor who originally fitted the communal door locks has a monopoly on the keys - it might be sensible to maybe buy him out of contract or simply refit. Replacing the keys is costly but they are getting old. We will look at various options including using codes. The handyman went around and added WD40 to all the locks, but this is something which will need addressing.
- d) Drain works were done along 50-58 E – treated with high-speed water jetting and some roots destroyed. LH to bring the report to the next management meeting about this - some further work needs to be done but we don't yet know the extent.
- e) Pavements - TG to chase, drop down curb needs white line.

## **7. FINANCE REPORT**

- a) Report for the end of December - end of third quarter, nothing to worry about as we are in budget for almost everything. Property with extensive mould was paid for from surplus, decs on office allowed for. Surplus of 20340. We will get a better picture at the end of March.
- b) Increase of 7.7% to Rents on the Tenanted properties
- c) M & M Allowances from WBC have gone up by 4.4%
- d) Water rates remain low.

## **8. ESTATE MATTERS**

- a) SJF wrote letter today to send to WBC requesting permission to have a security camera - 1-11C door not closing properly - LH to get handyman to sort out. Letters will go out to the block to say we have noted what's going in.
- b) Dog mess - if everyone can report to the office if people are not cleaning up after themselves. Dog bags being dumped. Try and keep the estate clean and get dog patrol to go and visit them.
- c) Chesterton block: Lights by the bins are not fixed yet - order has been with Keens for a few weeks now but we are still waiting. The lighter the area the better, given the problems in the block.
- d) Lime bikes - what can be done about lime bikes being left and people can't get by. You can report it to the companies if one is left in the wrong place. People get fined for it.
- e) Someone visiting/passing through the estate regularly on an electric scooter who is not taking care. TG to find out if there is some way to deal with this behaviour.
- f) More people seem to be using the estate as cut through lately.
- g) Pigeons – residents who feed birds have been written to and reminded of their obligations.
- h) Huge lumps of moss are growing in the guttering - LH to get quotes and can recharge lease/freeholders for this work where necessary.
- i) Secret garden: quotes are currently being sought to help fix up the space. However, the tree must be checked for fungus and the fence must be fixed next door to 2E. Nothing can be done until this has been checked.

## **9. A.O.B.**

- a) While the regular postman/woman was away there was chaos with the mail. A resident wrote to the mail sorting office and complained and urged others to do the same.
- b) We have applied for a long hose and electric cable for the jetwash under the SIBS scheme.
- c) TFL – there is currently a lack of information about rerouting the traffic around the local area from TFL.

**Date of next meeting : 7th May 2024**

**Meeting closed 19:12**

**Signed...**  
**Chairperson**

**Signature:** *MT Poole*  
**Email:**

