

# The Convent Co-operative Limited

## Re-Convened General Meeting

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

**Date:** 11<sup>th</sup> March 2025

**Time:** 7pm

**Present:** Mrs P Davey (PD), Sheila Butcher (SB), Louise Spencer (LS), Janet Wilkinson (JW), Karen Hooper (KH), Colin Thorpe (CT), Cynthia Telesford (CT), Lydia Thompson (LT), Andra Baran (AB), Sue Daley (SD), Maureen Poole (MP) – CHAIR

**Apologies:** Mr & Mrs Ces (Ces), Gill Chapple (GC), Peter Hand (PH), Patrick Mitchell (PM), Lilly Netsova (LN), Oliver Kehoe (OK), Janet Raffety (JR), Monica Meighan (MM), Nick Harvey (NH)

**In Attendance:** Sarah-Jane Field (SJF), Lorraine Hayward (LH), Richard Davey (RD), Tom Gates (TG)

### ACTIONS:

- **LH to get advice** regarding checking windows in tenants' flats during occupancy checks.
- **SJF to send out** the rubbish proposal document to residents.
- **SD and JW to take a look** at locations for community trees (e.g., orchard, fig, magnolia).
- **LH to check with WBC** to see if planting the trees is permissible.

## MINUTES OF THE MEETING

### 1. APOLOGIES

The apologies were given out as above.

### 2. DECLARATION OF INTERESTS

None

### 3. MINUTES OF THE LAST MEETING

LS Proposed, MP seconded, LT agreed (Others abstained as not in attendance).

### 4. MATTERS ARISING

#### 5. CHAIR'S REPORT

- Treasurer Update

Janet is resigning from her position as treasurer. We would like to extend our sincere gratitude for her exceptional service, having fulfilled this role for over 25 years. We are pleased to announce that Sue Daley will be taking over the treasurer responsibilities, and we thank her for stepping into this important role.

- Strategic Plan

The Strategic Plan has been finalised and signed off by the management committee. This important document outlines how the estate should be run over the next few years by committee and staff. If you would like to obtain a copy, please contact the office.

- Boundary Wall Issues  
We have been experiencing problems with the boundary wall. Please note that all neighbours must seek permission from the office if they require access to their gardens over the boundary wall. Residents cannot provide this permission. The grounds and the wall have been damaged in past incidents, and we need to establish accountability if problems occur. Please remember that the wall is jointly owned.
- Maintenance Updates  
Contractors from FG Keen will be attending in the near future to address holes in residents' door frames. The work order has already been issued. Once the frame repairs are completed, we will proceed with the checks on the doors themselves.
- Committee Training  
Training sessions are planned to update committee members on governance procedures. This will ensure all committee members are fully informed of their responsibilities and proper procedures.
- Council Property Improvements  
Wandsworth Council is currently securing funds to replace kitchens and bathrooms in council tenants' properties where necessary. This initiative aims to bring these facilities up to modern standards.

## **6. MAINTENANCE REPORT**

- a) General maintenance; no major issues apart from the doors; handyman working through jobs.
- b) He cleaned all the roofs - to keep the guarantee in place; one problem with a window that must be fixed or can we use the structural guarantee; a couple of windows in some blocks not positioned properly.
- c) LH to get advice re checking windows in tenants' flats when doing occupancy checks.
- d) Communal block lights continue to need addressing so they only come on when people need them.

## **7. FINANCE REPORT**

- a) See report 31/12/24 Underspend on gardening, tree, block, tenanted maintenance, but 6K spent on a void; no replacement kitchens as WBC will do it; office costs, everything in budget by end of 2024 - more accurate.
- b) Approval of draft budget2025/6: staff costs slightly different, slight increase for inflation. Last year, the ballot added to overall, this year, admin costs are only up by £1500; operating costs for entry phones, block cleaning have gone up to cover their staff costs - NI etc; our operating costs have gone down from last year; allowances from WBC have increased by just 1.69%; voids and bad debt allowances have gone up 2.7%. KH proposes, SD seconds, all agreed (one abstention).

## **8. ESTATE MATTERS**

- a) Estate matters: the posts opposite 64 Ericcson have now been removed by WBC; tree survey done, WBC have done their tree survey and several trees will be taken down as they have reached the end of their lives; minimal pruning – works will commence after August;

- b) A couple of broken posts to come down, handyperson to address; he is also addressing bin-sheds but as soon as one is fixed another one goes.
- c) SJF to send out rubbish proposal document; residents prefer personal bins rather than one large one as we don't have the space for large bins; other estates have had trouble and there should be a consultation process – accessible but not outside a window – the building was not designed with large bins in mind; should avoid this if possible. It was noted that normal rubbish is reduced because of the food collection and foxes are less likely to rip bin bags open.
- d) Some problems with entry phones to the properties; we can't get the parts as they are obsolete; LH has found a company that might be able to help otherwise we will need to replace them all and that's a big job that WBC will need to cover this (C1 Referral)

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

- a) SD reported back from the WHA (co-ops only); managers and committee members; WHA?
- b) SIBS: Reminder, funds can be used for items or labour but must not increase the value of leaseholders' property values; £20,000 left in SIBS budget; is there anything we can apply for... must have a bid by the end of March otherwise the money disappears; maybe following FH parking consultation we can apply for bike sheds?
- c) Trees, community orchard, figs, magnolia, somewhere where everyone can see it; could we not order trees but have them delivered in October/November? ACTION: SD and JW to take a look. ACTION: LH to check with WBC to see if it's OK. Bin sheds can't be purchased with the SIBs money as it will increase value; the secret garden must be planned and it cannot be done in time, and three quotes required; some planters still not being used
- d) Chairs for the meeting room and a larger screen were agreed.

**Date of next meeting : 6<sup>th</sup> of May**

**Meeting closed 19:28**

**Signature:** MT Poole  
MT Poole (May 15, 2025 09:45 GMT+1)

**Signed.**  
**Chairperson**

