

The Convent Co-operative Limited

General Meeting

Venue: By Zoom / 15 Chesterton Close

Date: 6th May 2025

Time: 7pm

Present: Maureen Poole (MP) -- CHAIR, Sue Daley (SD), Gill Chapple (GC), Peter Hand (PH), Patrick Mitchell (PM), Nick Harvey (NH), Karen Hooper (KH), Louise Spencer (LS), Andra Baran (AB), Oliver Kehoe (OK)

Apologies: Mr & Mrs Ces (Ces), Colin Thorpe (CT), Jane Wilkinson (JW), Monica Meighan (MM), Janet Raffety (JR), Tom Gates (TG)

In Attendance: Lorraine Hayward (LH)

ACTIONS:

- **SJF to find** a home for the old meeting room chairs.
- **LH to remind** the cleaner to litter pick the bin areas.
- **LH to get** a contractor for rough costing of bin shed replacements.
- **LH to ask** our gardener about the tree branch near houses.
- **LH to request and send** information about lease extensions for leaseholders.

MINUTES OF THE MEETING

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1. APOLOGIES

The apologies were given out as above.

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

KH proposed, LS seconded, and all who were present there agreed.

4. MATTERS ARISING

WB co-op forum 14th May. SD explained.

Please minute re. Attendance: We are missing WBC representation again. LH explained more suitable for management meeting.

5. CHAIR'S REPORT

- New Furniture and Equipment: New chairs and new TV screen acquired through SIBS. Need to find a home for the old chairs (ACTION: SJF to list on marketplace or alternative). The British Heart Foundation was noted as being very selective. Churches might want them.
- Resident's Conference: Set for 15th October, with numerous relevant organisations attending. Open to all tenants and leaseholders as well as the committee. Suggestions for topics can be added by the 16th/18th May.
- Committee Training: The committee has governance training scheduled for Thursday afternoon
- Estate Update: One void property as the resident has gone into a care home. New tenants likely to move in within the next six weeks. The property may need a new bathroom. Council reimburses for the bathroom and provides an annual budget for voids.
- Property Improvements: Currently receiving quotes for tenants' kitchens. WBC is reimbursing the cost to ensure all properties match 'decent homes standards' and to upgrade electrical systems
- Policy Updates: Policies being updated by GC. Small policies have been completed, but larger policies await training before they can be addressed.
- In Memoriam: We are sorry to report two recent deaths: Mrs Kane (96), one of the original tenants (1981) and Jenny Dickson, who grew up on the estate. Condolences are expressed for the families.

6. MAINTENANCE

a) Some posts in the car park that were previously knocked down have been reinstalled.

b) The handyman has been absent recently, and alternatives may need to be considered. No responses have been received from alternative maintenance providers so far.

d) Bin sheds are reaching the end of their 25-year lifespan and require replacement. Several issues were noted:

- Rats gnaw at the bottom of doors, resulting in costly repairs
- Tree roots shift the ground, affecting door alignment
- Current setup is unique but will need to accommodate future food waste recycling
- Aesthetics are important as some residents must pass the sheds to reach their homes
- Pest control measures may need to be increased
- Bin collectors don't always clean up split bags
- LH to remind the cleaner to litter pick the bin areas on Wednesdays.
- Discussion about getting cost estimates and designs for bin shed replacement, potentially involving an architect/engineer to address current issues sooner rather than later (ACTION: LH to seek rough estimates from Sadlers)
- Cost will need to be shared among 90 residents (if over £250 per person, a section 21 will be required).

7. FINANCE REPORT

a) Everything is within budget with no concerns about the accounts

- b) Interest amount correction needed - shown as £300 in the accounts but should be closer to £3000.
- c) Budget needs adjustment regarding Corporation Tax.
- e) Service charge for next year not expected to increase significantly, pending audit results.
- f) Office costs are currently over budget but will be offset once SIBS funds are reimbursed
- g) Figures presented are a guide to the end of March; true figures will be available by the end of June following the audit.

8. ESTATE MATTERS

- a) A tree branch near houses requires attention. LH will ask the gardener to address this.
- b) Residents asked about a tree by the bus stop. LH recommended reporting this to WBC via their website.
- c) White van issue: LH confirmed the owner has a valid permit through Francis Snary/WBC. Unless there is proof someone is living in the vehicle, no action can be taken.
- d) WBC now offers two free bulk refuse collections, which used to be a paid service. Skip Days are also available throughout the borough – check WBC website.
- e) SIBS funding may be available for new trees. A couple of existing trees need to be removed and may be replaced.
- f) Six planting pots have greenery but no flowers. Maintenance is the primary concern. Some shrubs like Camellia that require less watering may be suitable alternatives.
- g) The Secret Garden to be discussed in a future Estate and Maintenance meeting.
- h) Proposal for a sign about the estate's history to be placed at both the front and back of the estate.

9. A.O.B.

- a) Question raised about how leaseholders can extend their leases. LH to request and distribute this information.

Date of next meeting: AGM 8th July GM 9th December

Meeting closed: 8.25pm

Signed...

Signature: 
Jane Wilkinson (Dec 11, 2025 19:37:14 GMT)

Chairperson

Email: 