

## TOTTERIDGE HOUSE CO-OPERATIVE LIMITED

### MINUTES OF GENERAL MEETING

Ground Floor Meeting Room, Totteridge House  
7.00pm, Wednesday 23<sup>rd</sup> March 2016

<b>PRESENT</b>	<b>APOLOGIES</b>	<b>IN ATTENDANCE</b>	<b>NON MEMBERS</b>
S Latchman (SL)	J BAXTER (JB)	K Klidzia (KK)	
S Henzley (SH)		R Bellili (RB)	
C Brown (CB)			
R Kudiabor (RK)			
J Howe (JH)			
V Brown (VB)			
T Greenwood (TG)			
V Keize (VK)			
R Pookhonm (RP)			

It was noted that the meeting was not quorate. It was agreed that the meeting would be reconvened at a later date.

### Approval of Previous Minutes

The minutes of the meeting held on 13/01/16 were approved. These were proposed by SL and seconded by JH.

### Car Park

Slight change to order of agenda due to VB needing to leave early.

VB informed that Peter Clark, WBC had done a site visit and were unable to agree parking zone due to the number of individuals that are in the surrounding area. Totteridge House can only petition the road where the building accesses, i.e. Yelverton Road. Badric Court is also accessed via Yelverton Road. No firm proposal has been agreed at present due to the complexity of the issue involved. VB along with SL will continue looking into options – possibly aiming for an allocated estate area.

### Matters Arising

#### Cleaning

TG mentioned has not seen an improvement. SH has seen there landing being done. CB outlined that the agreement was daily checking of each landing not daily cleaning. RB suggested reviewing what is being done – there is a standard of cleaning to follow. KK suggested putting up a schedule of cleaning on each notice board to inform residents when to expect cleaning.

#### Boiler pressure

SL, CB and RK mentioned water pressure/hot water issues. KK to ask WBC to review booster pumps or look at boiler pressure, if there are only a few individuals they are to see KK. JH

mentioned pressure vessel had been previously looked at and suggested contacting company again.

### Flyers

It was agreed that any flyer issues to be dealt with by individuals.

### Manager's Report

There have been two or three leaks caused by valves under the sink.

Fire windows to be checked on Friday.

Lobby lights to be changed to LED lighting (provided by First Electricals), should save 30% on cost. JH enquired who pays for the electricity – KK & RB confirmed WBC – JH enquired if the saving will come back to Totteridge House? RB indicated there should be a saving in service charge. JH indicated that there will be an initial cost and this should be looked into.

### Small improvements

No suggestions or discussions regarding small improvements.

### Draft Budget 2016/2017

Budget agreed, pending further amendments and clarifications.

### C1 Referral

SL informed that C1 did not need to be updated, WBC have put Totteridge House in their programme of works, although no date has been given for the works to be carried out.

### Lift update

RB indicated that lift works are ahead of schedule by 4-5 weeks and we should be looking at an April finish for the first lift. The second lift works should also be finished sooner than expected as the contractors now have experience and knowledge of issues from works with the first lift. CB suggested posting this positive information on notice board in lifts, SL to confirm details with Griffin beforehand.

POST MEETING NOTE - The lift programme is in fact ahead by only a few days so there is no suggestion that the project will complete any earlier than planned.

### Management update

Daniel Studholme left 11/3/16. Kamila and Harvey are currently managing the office. SL outlined that Totteridge House needs to have a review of roles and responsibilities, scope of work, job description, job specification, etc. to ensure the most appropriate candidate is hired. SL will liaise with other co-ops for ideas and information. TG suggested perhaps looking into the salary.

SL mentioned that office is currently operating reduced hours and enquired if there were any issues (none). SL indicated that the office should be informed if the hours are not working.

### **Any Other Business**

Bin chute locks have recently been changed and remain locked due to blockage from household items going up 10 floors. This raised health and safety issues. KK explained that notes had previously been sent out regarding what was suitable to put down the bin chute. KK suggested that vulnerable individuals have access to the chutes. Ongoing discussions about the future use of the bin chutes.

JH was asked by another resident to mention that an individual had been filmed climbing over the fence. TG suggested anti-climbing paint to be placed along the top - KK will look into this.

JH mentioned hearing at Wandsworth forum the option of having a communal broadband service installed in the building. KK proposed putting together an information pack to be until other co-ops have perhaps used the service and could provide feedback. JH enquired what was the best way to gain further information - KK to email Julia Miller for further details. JH will follow through at the next forum.

VK suggested that minutes to be sent out with the agenda. It was agreed the minutes to be displayed in the lift. Individuals requiring a personal copy can email or collect a hardcopy from the office.

TG highlighted that Vi Bactawar who passed away on Thursday 17<sup>th</sup> March was due a respectful mention as the longest serving committee member, who actively contributed to the co-op and never missed a meeting. KK arranging flowers to be sent to her family from the committee and to find out funeral details.

Meeting closed 8.15pm.