**Totteridge House Co-Operative LIMITED**

**MINUTES OF Reconvened General meeting**

**Ground Floor Meeting Room, Totteridge House**

**7.00pm, Wednesday 12th June 2019 (Reconvened from 29th May 2019)**

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| **PRESENT**S Latchman (SL)Tracey Greenwood (TG)Djamal Zanabi (DZ)A Beeko (AB) | **APOLOGIES**J Baxter (WBC) | **IN ATTENDANCE**K Klidzia (Staff) | **NON MEMBERS**  |

**2. Minutes of last meeting**
The minutes of the meeting dated 23rd March 2019 were read but not approved – this will be deferred to the next meeting.

**3. Matters arising**

This will be discussed under AOB

**4. Managers report**

**Finance**

Reporting on figures from 20th June 2019

Income is as predicted with a small surplus due to ‘other income’.

Block and estate costs are underspent by £3318.13 despite small overspend on estate lighting and the full costs for the year being paid for the paladin bin hire and generator service. I note the budgeted amount for estate cleaning is incorrect and this will be amended to show no overspend in this area.

We will continue to spend carefully to realise a surplus towards the end of the year which can them be used for improvements.

Staffing overspent by £704.76 due to an unexpected bill from the accountants for audit work, I am revising this with them as I expected it to form part of the costs they already charge.

Management and Service costs are underspent by £2837.44 due to minimal expenditure so far in the year and office rent not yet being paid. We have now received back bills to April 2017 which will appear in next months accounts.

Overall there is a surplus on service chargeable costs of £5450.81. There are also recharges to other co-ops for training of £465.50 which will come back to us shortly.

Tenant costs are underspent by £2837.44. Thankfully we have had no voids yet this year, although one is now expected within the next three months. There is also one kitchen in urgent need for replacement and quotes are being sought for this work.

**Repairs and Maintenance:**

Cadent – new gas pipework will be run on the outside of the building; scaffolding will be put up as 6 towers (no possibility of redecorating as the whole block will not be scaffed). Cadent have advised that all gas meters will be moved to the kitchens however have told some residents that this is not the case so we await clarity. Most of the works will be external but it is likely that access will be needed to each flat to connect to the new supply. The programme is due to begin on site within 3-5 months and will take approximately 5 months. There will be no cost to the estate or individuals for this work. **No further update on when works will commence.**

Tenants Kitchens, bathroom and boilers – the Council have indicated that this will be run as two separate programmes; boilers first then kitchens and bathrooms. The latest information we have is that the programme should be on site in 2020. **The boiler programme is now beginning with the contract awarded to T Brown. Tenant have begun to receive letters to book in.**

Floor polishing – Starlet cleaning performed poorly and we have advised them that we will not be continuing with them. We discussed asking our cleaner, Ana, for a quote and she will be providing this for us. We can then compare this to the other quotes received and move forward. **We are still awaiting a quote from Ana for these works.**

We have received a quote from our contractors regarding the collapsed drains at the rear of the block and due to the costs, will need to seek two additional quotes (2.5k+)

**Occupancy checks**

WBC has requested this be added as a standard item on the agenda.

38 Occupancy checks have been completed in 2018-2019

**Other**

* KK is still working through the FRA and updating the Councils online database – riskbase. There are now 16 outstanding recommendations however all of these are in progress – two are for the Council to action and four relate to the fire door checks. **78 front door checks have now been completed.**
* There is no further update on the sprinkler issue.
* At the Co-op forum on 18th Feb, the Council advised that the proposal to remove the CCTV systems in many estates including Totteridge House has been placed on hold. No reasons were given for this and we await further information. **Chromovision are providing a quote to repair/replace the four external cameras and to replace the cameras within the internal entrance panel.**
* The councils contractors attended on 15th July to reinstate the cameras in the lifts but found the cables had been cut between the lift cars and the motor room so they were unable to complete. We await further advice from the Council.
* KK has emailed Jo regarding any possible PRS and is awaiting a response.
* All locks to the drying rooms have been changed
* Office lease now completed
* A resident is currently jet washing all of the paving around the estate and has indicated he would consider carrying out the clean of the colonnade.
* We are clearing the side store of old archives in line with the data retention policy.

**5. SIB Ideas**

Proposal to install additional planters and giant garden games.

**6. AOB**

None

**Meeting closed at 19:**

**Actions:**

KK to organise chute room overhaul.

KK to ask WBC if there are any plans to put a PRS in on Yelverton Road before we proceed with our own petition.

KK advised of a Pidgeon problem in the 5th floor laundry room where one of the grilles has fallen out and allowed access – pest controllers are here this week removing the nests and cleaning up.

KK to change all locks in laundry rooms as we do not currently have access.

KK to check why these rooms cannot be sued as storage.

WA provided details of a solicitor who can assist with the office lease renewal.