# Minutes of the Totteridge House Annual General Meeting

# **07/12/2022**

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| **Present** |  | **In attendance** |
| Sumi LatchmanRita SampeneChloe Sanham |  | Kamila Klidzia (Staff) |

**1. Minutes of the last meeting**

The minutes of the meeting dated 02/02/2022 were read and approved as a true and accurate record.

Proposed by SL

Seconded by TG

**2. Matters Arising**

None

**3. Managers report**

**Finance:**

Income is on track with no concerns.

Expenditure:

Block repairs and maintenance show a deficit of £2203 however we are due to receive £4200 back from the other co-ops for shared contracts. We have overspent on the estate maintenance due to the extensive works required to the front gate and bin chutes.

Staffing shows a surplus of £2984.33 as we have had no expenditure on recruitment, training or staff cover.

Management and service costs show a surplus of £3437.47 as we have had minimal expenditure in the first quarter.

Overall, there is a surplus of £4218.80 before the reimbursement which we will recover in the next few weeks.

Tenant costs show a surplus of £6354.89 and we are due approx. £4500 back from the Council for boiler replacements. We have just completed one bathroom replacement which has not yet been billed and if the budget remains stable, we will be looking to complete the next on the list in the new year. These were bathrooms that could not be completed by Amber construction because of their strict criteria for showers/registered disability.

**Repairs and Maintenance:**

* The intercom replacement works are due to begin on 8th December – we will be paying the deposit this week. The works include replacing all main panels and handsets. The Committee have chosen to upgrade to wifi-compatible handsets which will be funded from our reserves and will not be recharged to leaseholders. Access will be required to each property which I will organise once the contractors are on site. The works are expected to take between 5-7 weeks in total with a short shutdown over Christmas.
* The kitchen and bathroom programme has largely completed but there are some properties on the other part of the phase still to be done - the revised completion date is March 2023. I have requested compensation for the use of the community room space now that works are no longer being completed within the building. I am also waiting to hear when the containers will be removed as I cannot see why the whole car park space is required when so few properties are left to do. Amber construction will be replacing the office kitchen free of charge in January.
* The bin chute rooms have been locked pending further discussions due to misuse.
* There were some instances reported of the lift dropping; this has been resolved and when I followed up with the lift section I was told that it is an emergency stop feature that happens when the controls come in to contact and while it feels like a ‘drop’ it is actually just a sharp ‘stop’.

**Admin:**

* The council have started a records inventory programme which includes the co-ops. This means we must log all files we are holding on site and submit the data to the Council by 31/12/22
* We have been asked by the Council to provide a report justifying why we need to keep our CCTV, I have started writing this report with supporting crime reference numbers, CCTV footage etc but I do not intend to send it to the council until they clarify what criteria they are using to make the decisions.
* The parking regulation scheme will be in place by Feb 2023, with signs starting to go up in January. Some other points:
1. Permits will be £175 for the first vehicle, and £228 for second and subsequent vehicles
2. Permits are only valid between 10-11am, there are no parking controls outside of this hour
3. Residents can purchase visitors permits for their guests to park in the permit bays during the hour of operation

**8. Small Improvement Bids**

None

**9. AOB**

NA

Meeting closed 19:35