**Totteridge House Co-Operative LIMITED**

**MINUTES OF Reconvened General meeting**

**Ground Floor Meeting Room, Totteridge House**

**7.00pm, Wednesday 5th February 2020 (Reconvened from 11th December 2019)**

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| **PRESENT**  W Awad  T Greenwood (TG)  A Beeko (AB)  A Morton (AM)  D Zanabi (DZ)  L Lum (LL) | **APOLOGIES**  S Latchman  J Baxter (WBC) | **IN ATTENDANCE**  K Klidzia (Staff) | **NON MEMBERS** |

**2. Minutes of last meeting**  
The minutes of the meeting dated 12th June were approved as a true and accurate record, this was proposed by AB and seconded y DZ

**3. Matters arising**

This will be discussed under AOB

**4. Managers report**

**Finance**

Reporting on figures from 31st December 2019

Income is as predicted with a small deficit of £2.95 due to bank interest ‘other income’ which we do not budget for.

Block and estate costs are underspent by £7138.02 despite small overspend on estate lighting and the full costs for the year being paid for the paladin bin hire and generator service. We need to complete some repairs to the generator which will utilise some of this budget and further upgrade some of the estate lighting.

Staffing is underspent by £133.72 with no major concerns.

Management and Service costs are underspent by £3757.21 due to minimal expenditure so far in the year. Further savings to be made here on the photocopier contract.

Overall there is a surplus on service chargeable costs of £11,028.95. There are also recharges to other co-ops for training of £965.50 which will come back to us shortly.

Tenant costs are underspent by £1622.52. 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 need of replacement which will be completed in mid-February.

**Repairs and Maintenance:**

Cadent – new gas pipework will be run on the outside of the building; scaffolding will be put up as 6 towers. 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 latest information is that the programme will be commencing in 2020 but we do not yet have a definitive date.

Tenants Kitchens and bathrooms – no further update but this work should begin in 2020. I have chased the major works department in the Council and await a response.

Tenant boilers – 25 boilers were included in the programme by WBC, of those 10 have now been completed and the rest have received letters from WBC to book in with the contractor. It also appears that radiators are being replaced in properties on the programme so I have contacted the finance department to request funding to complete the same works in properties not included.

**Occupancy checks**

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

44 Occupancy checks have been completed in since 2018 – the aim is to complete all 103 within 5 years.

**Other**

* 93 front door checks have now been completed.
* The Tribunal struck out the Councils application to install sprinklers in each property, blanket wide across the borough. The Council may now try to apply on a block by block basis but there has been no further update.
* Chromovision attended to repair the four external cameras and to replace the camera within the internal entrance panel – three of the external cameras are now working, only one rotates and the fourth is beyond repair. We await a quote to replace the faulty camera and the replacement of the intercom panel camera can be completed at the same time.
* 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. After chasing a number of times, KK was advised that works were to be completed on Friday 29th November but I can see no evidence that this has been done. KK emailed WBC on Monday for an updated but have not yet had a response.
* 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 however this has been put on hold over the winter and will recommence in spring 2020.
* We are clearing the side store of old archives in line with the data retention policy.
* The intercom is still causing some issues, the main mechanical boxes have been locked by someone unknown so I have instructed a locksmith to attend and remove the locks so that our contractors have access.

**5. SIB Ideas**

No new proposals submitted.

**6. AOB**

Coffee morning/afternoon to be arranged.

Summer BBQ to be arranged.

It was reported that WBC have approved the installation on new antenna on the roof to provide 5g despite receiving over 60 objections from residents.

AM proposed building a shed in the area where the fly tipping is constant in front of the bin room to submit as a small improvement bid. KK to organise quotes.

KK to issue new notices regarding bulk waste for the notice boards.

**Meeting closed at 19:40**

**Actions:**

KK to organise quotes for new shed in front of bins.

Summer BBQ and coffee morning to be arranged.