# Minutes of the Totteridge House Annual General Meeting

# **15.02.2023**

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| --- | --- | --- |
| **Present** |  | **In attendance** |
| Sumi Latchman  Anna Morton  Will Awad  Chloe Sanham  Augustus Beeko  Tracey Greenwood  Rita Sampene  Verissa Akoto  Ben White  Ling Yu White  Tiago Felix |  | Kamila Klidzia (Staff) |

Apologies from Sarah Henzley.

**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 AM

**2. Matters Arising**

None

**3. Managers report**

**Finance: 31/12/2022**

Income appears to be lower than expected due to a recharge to other co-ops for shared contracts of £5805.43 – all other income is as expected.

Other income is from fob sales and bulk rubbish.

Expenditure:

Block repairs and maintenance show a deficit of £3547.49 due to the above mentioned recharge – the true figure is £2257.96.

There have been some small overspends on estate materials (lighting) and bulk rubbish which continues to be an issue. These overspends have been balances out by underspends on pest control and entryphone repairs due to the replacement.

Staffing shows a surplus of £3861.38 as we have had no expenditure on recruitment, training or staff cover.

Management and service costs show a surplus of £3614.47 although there are some annual costs which are due before the end of the financial year such as audit fees.

Overall, there is a surplus of £928.38 before the reimbursement which we will recover in the next few weeks.

Tenant costs show a small surplus of £642.45 however we are due approx. £6500 back from the Council for boiler replacements.

**Repairs and Maintenance:**

* The kitchen and bathroom programme is still ongoing with additional properties added to the scheme (not at Totteridge), there is one property in the block which is to be completed and the office kitchen is being replaced from the 23rd Feb. The contractors are due to leave at the end of March.
* The bin chutes have been locked due to abuse – we are hoping to apply for a small improvement bid for coded locks for each door which will only be given to the three flats on each side.
* The intercom replacement is now compete, we couldn’t get in to four properties to install their handsets so there will be an additional cost to call the contractor back out. A note with instructions on how to link the new handset to your phone will be sent out shortly.
* The Council is planning Major Works in 2023/2024 – the referral was made by the office back in 2020 for the communal windows/AOV’s to be replaced, the scope of works was then expanded to include:
* Painting of the outside of the building
* Concrete repairs, pointing and any external repairs
* Windows inside each property to be overhauled
* Communal flooring to be replaced
* Fire escape stairwells to be repainted

The project is still in the specification stage and will likely go out to tender in the Summer of 2023. A Notice of Intention will be sent to leaseholders before the tender stage. We have asked that we have sight of the priced spec before it goes out to tender so that any non-essential items can be reviewed/removed.

* We have no further update on the second lift – I am chasing daily but the Council is still waiting for parts to replace the driver unit.
* Discussion held on lift issues from the week before Christmas. KK to ask all residents for comments to be inserted in to formal complaint to WBC. KK to ask what other blocks in Wandsworth were affected by the condensation issue and whether they were recently refurbished – and if so, by which contractor. KK to find out what contingency plan is in place if such shutdowns happen again.
* KK to check if roof rank replacement will be billed as Major Works
* KK to send BW fire door checklist

**Admin:**

* We would like to move to a new bank account as Barclays are becoming more and more difficult to deal with.
* Allowances are to increase by 14.92% for 23/24
* Rents are likely to increase by up to 7%
* The new Fire Safety Regulations state that all flat front doors must now be inspected annually

**4. Vote of continuation**

All in favour

**5. Adoption of audited accounts**

KK presented the annual accounts which show an overall deficit of £24,046 due to a high level of expenditure on tenanted properties in the financial year -there were several void properties requiring refurbishment. This deficit will be funded from the income and expenditure reserve and will not impact leasehold service charges on the co-op side.

Remaining reserves of £32,629

KK to circulate the accounts for approval.

**6. Appointment of auditor for 21/22**

AM proposed appointing Simpson Wreford Partnership and was seconded by SL.

**7. Vote of continuation**

In favour – 10

Against – 0

Abstention – 0

**8. Management Committee Nominations**

All existing Committee Members stood down and then stood for re-election:

Sumi Latchman

Anna Morton

Will Awad

Sarah Henzley

Muna Mahmoud

Augustus Beeko

Nicola Lionello

Chloe Sanham

Two new nominations were received:

Rita Sampene

Verissa Akoto

Proposed by SL, seconded by AB and all in favour.

**9. SIB ideas**

Letter to go out to see if there is interest in holding a party for the Coronation of King Charles.

AM proposed a structure in the current fly tipping area next to the bin room – quotes to be obtained.

SL proposed a mural on the blank back wall of the communal lobby – quotes to be obtained

KK proposed putting coded access locks on the bin chute rooms – quotes to be obtained.

**10. AOB**

KK is in the process of producing a report on CCTV to request we keep our existing cameras, if we are permitted to keep them they will be linked into WBC’s control room.

**9. Date of next meeting**

TBC

Meeting closed 20.30