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| Management Committee | Minutes |
| Date | 27 January 2015 |
| Author | Cynthia Christine Adhiambo |
| Distribution Date | 24 March 2015 |
| Distribution | Management Committee* L.B. Camden** Auditors |

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1. Refreshments – Meeting Started at 6.30pm

1a. Present: Mike Ford (MF) (Chair), Lorraine Isaac (LI), Elizabeth Henderson-Sambell (EHS), Peter Humble (PH) Robina Fellows (RF), Malcolm Bush (MB), Chenjerai Shire (CS), Darren Roderick (DR), Clare Wincza (CW), Joan Clay (JC).

In Attendance: Francis Owusu-Sekyere (FOS) Estate Manager and Cynthia Christine Adhiambo (CCA) Minutes.

1b. Apologies: Orna Neumann (ON) and Kim Thompson (KT) LB Camden.

Absent: Silvia Kirk (SK) and Abdikhadar Jama (AJ).

Item 2. Minutes of previous meeting

Agreed and signed by RF and PH.

Item 3. Matters Arising

3a. Action Points

EHS did not query the Regeneration Team at the public exhibition on 04/12/14 if the Health Centre would use the same car park gate as the Co-op. This was due to EHS not being informed of said action. It was therefore decided to notify MC members of action points either via email, telephone or internal mail.

3b. Sub-Committee Meetings

CW informed MC members that she is unable to take on any additional activities until the end of June/beginning of July.

3c. Business Planning

FOS is to arrange dates and will speak to EHS and CS after the meeting today.

FOS

3d. Property Guardians

The committee deliberated over who would be responsible for repairs to properties leased out through Guardians. Hypothetically, a leak affecting the ARHC property below, the Co-op would repair the leak.

FOS also explained the Co-op will not be penalised for void properties and that allowances have been handed back.

Kim Thompson (Camden) sent apologies for today’s meeting but FOS will email Kim shortly after the meeting regarding this matter.

FOS

Item 4. Estate Manager’s Report (Distributed)

4a. Car Park Gate

There are ongoing issues with the gate which still need to be resolved. Contractors have attended the site several times and initially could not locate the power source which they have since managed to find. The Co-op has contacted Camden for feedback and CCA will chase the query.

CCA

4b. Lobby Refurbishment

Still need to polish the marble effect beside the lift in Snowman House, although the cold weather is preventing it to dry.

DR reported holes in the right hand side of the lift. FOS explained this was done intentionally by vandals. It will be repaired; Caretakers should remain vigilant and report any issue back to the office.

MB reported holes underneath the skirting boards need to be filled. FOS explained the floor needs to be thoroughly cleaned beforehand. The committee deliberated over purchasing a buffing machine and concluded hiring the machine would be more cost-effective.

(JC entered the meeting).

4c. Snowman House Visitor’s Bay

We are waiting for the scaffolding to come down in order to paint allocate a space for a visitor’s bay next to Snowman House.

4d. Data Protection Act

The committee deliberated over legislation in regards to data protection and to what extent this is relevant to the TMO. (MC members reviewing CCTV tapes would be a breach of data protection - FOS is to investigate).

FOS

4e. Casterbridge

Casterbridge Door entrance was scratched. This was done during the early stages of redecoration and FOS and Tony (Contractor) are aware of the damage. Another coat of paint will be added to resolve the damage.

FOS

4f. Main Door Entrance

It was agreed for FOS to ask Handyman for a technical solution to help tenants with trolleys, buggies and/or bicycles when entering front door buildings of Snowman and Casterbridge.

4g. Leak in Casterbridge Shed Area

A leak was traced to a pipe in the shed area. LB Camden attended and will lay asphalt on the shed floor. The Co-op repaired the leak and Tony (Contractor) will repair the lobby walls, once the asphalt repair has been completed.

4h. Snowman House Gasworks

Works have been completed and scaffolding should be dismantled hopefully by mid-February 2015.

4i. Website Development

B.T. has finished the website. MC minutes have been uploaded (excluding sensitive data) and also monitoring reports and annual reports have been uploaded. The website has a link to the Co-op's Facebook page, Camden website and NFTMO (National Federation of Tenant Managed Organisations). The website is mobile phone compatible and ready to go live. The 0800 number is working however there are issues with the telephone link on the website that B.T. still need to resolve.

4j. Monitoring

FOS directed members to the third quarter monitoring report. FOS reported there were no member enquiries, correspondence, anti-social behaviour or complaints to report. Visitors, telephone calls and repairs were all done within or before target. FOS explained there was only one void in the third quarter. FOS budgeted 64K for the third quarter and spent 69K; with a 5K deficit. FOS explained the second quarter carried surplus due to lobby refurbishment as the works were paid for in instalments.

Item 5. Budget Expenditure Report (Distributed)**5a. Report**

FOS presented the finance report for the third quarter. Finance Sub-committee have gone through report with no recommendations and happy for it to be presented to the Management Committee. MC members had no objections to the report.

Members were directed to Table 6 which shows actual expenditure to date for quarter 1-3 and the expenditure forecast of 2015 for: repairs and maintenance and estate, management and personnel costs. FOS has forecast higher costs for repairs and maintenance for the first quarter due to the winter season; more repairs are expected.

Estate costs totalled to 47K due to the lobby refurbishment being paid at end of the third quarter.

Management costs of 31K included the new server and telephone system. FOS expects a hefty surplus from management costs. FOS explained he does not expect to end the year in a deficit.

5b. Salary Increase

Local Government employers and trade unions have agreed to a 2.2% cost of living pay rise for council workers, for two years from April 2014 – 2016 which will need to be backdated for staff. It was also noted during the meeting that the cost of living also effects National Insurance contributions. The matter has gone through HR and Finance Sub-committee and staff will receive payment in their March 2015 salary.

5c. Pension Contributions

EHS (Treasurer) explained the implications are quite profound. The cost of pensions and the percentage the Co-op shall contribute also needs to be considered. Pensions are expected to be paid from the year beginning 2016. There is a choice of paying either 1, 2 or 3 percent. FOS was asked to look at the budget and present deliberations at the next finance meeting scheduled for March 2015.

FOS

5d. Paperless Meetings

Members voted unanimously to pursue buying 13 tablets at £74.00 per unit. It was agreed for FOS to request B.T. to provide an upgraded internet hotspot to try accommodating MC members who do not have home internet. Committee members without wireless internet will still be provided with written correspondence.

FOS

(MF & DR left meeting).

FOS handed out Declaration of Interests Form to MC members.

Item 6. Correspondences

None

Item 7. AOB

7a. Heat Metering Update (Distributed)

MC members received an email from Steve Saunders (Camden) explaining the Heat Meter Team will provide calculations by February 2015. This will be after the proposal is accepted by the Heat Meter Team’s Governance Board.

MC members highlighted a number of issues which have resulted from the use of poor quality materials and poor installation. The issues reported were leaking radiator valves which had caused some tenants’ heaters to stay on constantly. Also, loud knocking sounds heard when the heating is put on. As previously discussed with the Heat Meter Team, defective screens are not fit for purpose. Then fail to show heat usage. MC members are reminded to raise repairs with Camden Contact Centre or the Co-op office. FOS explained these problems shall be presented to the Heat Meter Team once calculations have been received.

FOS

7b. MC Training (Distributed)

FOS informed MC members of one-day training programmes held on Saturdays at Westminster City Hall, Victoria Street. FOS would like MC members to attend at least one. He will remind members, who put their names forward, to attend. Members failing to go will have to reimburse the Co-op. MB will report in a month if able to attend.

FOS

MB

7c. February Meetings - Cancelled

There are no meeting in February and MC training will not clash with Business Planning sub-committee meetings.

7d. Management allowances

FOS has received notification of 2015/16 Management Allowance. FOS expects to receive 5-6K more than last year. Management costs have had an uplift of 1.1%; Maintenance received an uplift of 8.5%, and Estate Services received an uplift of 1.2%, with committee allowances remaining unchanged.

14K was collected this year from leaseholders; with a £800.00 shortfall. This will be debited to the Co-op's allowances due to Camden failing to collect the whole amount.

7e. Repairs from 2K to 5K

The committee voted unanimously for FOS to write to the Housing Director (Camden) explaining the Co-op would like to take on repairs up to 5K (excluding garchey maintenance) by the start of the next financial year this April 2015.

FOS

7f. Garchey Removal

4-5 garchey's need to be removed which leaseholders are to pay for. Once scaffolding is dismantled, works shall commence. It was agreed for FOS to contact Dave (Camden) regarding works.

FOS

7g. Void Averages

The Co-op would receive an additional 29K at minimum - not including the 8.5% uplift for Maintenance. The additional 29K was based on three voids per year; however FOS was not satisfied with this figure and was asked to collate the number of voids which was sent to Kim Thompson (Camden) on 22/12/2014. FOS found there were, on average, six voids per year (from the two towers between 2009 and 2014). Kim shall forward this information to the Void Team Department. FOS is waiting for feedback from Kim.

KT

7h. LBC Internal Audit

The Co-op's triennial internal audit was conducted recently by LB Camden. The auditor will write a draft and come back with queries.

7i. Broken Piece by Lift

FOS explained it would be the Co-op's responsibility to rectify.

7j. Car Crash

It was noted during the meeting that a member of the public crashed into the pub wall by Abbey Road. There were no witnesses and FOS informed the police. The police explained they would do a search and get back to FOS but failed to do so. FOS will get quotes and refer the repair to Camden if it is over £2K (before allowances are increased). FOS will get a clearing fee to remove the debris. If the cost for repair is under £2K the Committee decided it would be more cost effective to make the area safe, rather than repair it, as the site is due of regeneration.

FOS

Item 8. Date of Next Meeting: 31st March 2015

Meeting ended at 8.30pm

Signed: _____ Signed: _____

Print Name _____ Print Name _____
Management Committee Member Management Committee Member

Dated _____ Dated _____