



## MANAGEMENT COMMITTEE MEETING

16 June 2020 7pm – 9pm (Conference Call)

### Present:

Tim Prichard (Chair) TP, Sheila Smith (Assistant Chair) SS, Kate Thompson (Treasurer) KT, Frances Murphy (Secretary) FM, Margaret Pope (Assistant Secretary) MP, Charlotte Axelson CA, Paul Harding PH, Bridget Shields BS, Sandra Sykas Taylor SST

**In attendance:** Isaac Essuman (Estate Manager)

### 1. Apologies for absence and declarations of interest

Jean Bagnall, Pam Dockerill, Peter Kalton,

### 2. **Acceptance of previous minutes.** Minutes agreed. Chair to sign.

### 3. **Advertising for future MC membership and volunteers.**

The Chair referred the meeting to the note he had produced which was to be sent out along with the nomination form to all Members of the Co-operative. No queries raised. **Action IE**

### 4. **Finance Sub-Committee update**

KT brought members up to date on Finance Sub Committee (FSC) meeting re Accounts for January/March. **Action KT** to distribute a document to MC that gives a snapshot of the financial year ahead.

Management account queries discussed with IE, budget reviewed and an additional meeting to be held next week with any further queries to be sent to IE. **Action FSC.**

IE advised that the Internal Audit List was not yet completed.

Current signatories need to be checked and Bank provided with list of names.

IE pointed out that there had been a un cashed cheque on the system for the past few years in respect of “pest control (foxes?). This has now been taken off the books.

### 5. Action Log review

SST asked what the current position was as regards “the signing off” in relation to the major works. There was still some work to be completed in her property. IE advised that this had been delayed due to the current pandemic.

The members run through each action the main discussions were as follows:-

3. Additional quote for painting galvanized trunking to be circulated when received. Questions were raised about the best options (painting or over cladding with polyester powder coated aluminium casing). More information required regarding what Lambeth will allow WM to do and if both options possible quotes for both systems. Using the surplus funds was discussed. Any quotes received should include ongoing costs. **Action IE SST.**

5. With regard to the proposal that we restart the tenant and leaseholder “induction” process will be looked into but probably not possible to set appointments until after the social distancing rules have been decreased.

**Action IE/SS/MP**

8. KT confirmed we will be staying with Peninsular - to be reviewed every year.

11. CHICS report IE to arrange training session for interested MC members.

14. There was a discussion about the proposed work in the large playground. One of the items related to the use of the shed by the gardeners and it was recommended that they remove their equipment to one of the garages, with compost to be relocated (unused area between pensioner’s blocks might be an option). The swing has been declared as dangerous due to a rusting support and needs to be removed or completely renovated. Large playground overview plan required. **Action TP/MC members.** Mural to be painted **Action IE.**

TP to review future Action Log format **Action TP**

Questions raised about the pollarding/pruning of the trees, IE was asked to circulate the recent correspondence from Lambeth's tree survey **Action IE**. Commissioning a private tree survey was suggested – meeting was advised that we are not allowed to do anything to the trees without Lambeth's permission. Concern was raised again about possible problems with subsidence caused by roots system.

## 6. **Review of documents**

Complaint Policy and Procedure Form to be amended in line with 2015 MA and MC discussions including Complaints Form **Action FM**. – New Headings required.

Complaint & Members Enquiry Process. - Query raised over the feasibility of "10" working days to respond to the customer. **Action IE** to confirm if this needs to be amended to 15 working days in line with the MA.

## 7. **Any Other Business**

It was agreed that a letter setting out the correct procedure for reporting problems with heating and hot water should be sent to tenants to ensure that they get a response from Lambeth (specifically regarding the fact that our system is a "communal heating and hot water system managed by Lambeth").

### **Action IE**

The current situation of the office staff working from home was discussed and Tim advised members of his conversation with Isaac. Consulting Peninsular suggested with regard to whether the estate office staff should work from home until the Government advise otherwise. The decision was to continue on 1 day a week each in the office, with the office closed to residents, until the end of the month. Counter screen to be purchased **Action IE**

SST raised the question of the wooden cladding installed on the estate and whether it was Lambeth's responsibility to maintain this. If it is and they are not undertaking this could the Estate arrange for maintenance direct? Would this incur additional charges to leaseholders if cladding forms part of a future major works? What would the ongoing costs be? **Action IE** to raise questions with Lambeth.

## 8. List of Actions from meeting minutes

Future MC Application & Nomination forms to be delivered **IE - DONE**

Distribute Finance document **KT**

Review budget **FSC**

Galvanised trunking options/costs **IE/SST**

Tenant / Leaseholder Induction **IE/SS/MP**

Works to large playground – overview / plan to be presented to the MC at next meeting **TP/MC members**

Painting of mural **IE**

Action Log to be reviewed **TP - DONE**

Tree surgery correspondence to be circulated **IE**

Document amendments **FM** – Customer response time tbc **IE**

Letter clarifying H&HW complaint procedures **IE**

Timber cladding maintenance queries **IE**

Counter screen to be purchased **Action IE – DONE**

Security initiative to be presented to the MC at the next meeting – **TP/IE**

### **Outstanding previous actions**

Bulk Rubbish removal procedures to be reviewed **IE/TP** – Action date originally raised 17.03.2020

Rolling Maintenance Schedule **IE** - – Action date originally raised 17.04.2020

Prepare info for Special meeting (when that's possible) Quote for consultant to review if H&HW works has been installed to Lambeth's specification. MC to discuss and agree position on appointment of additional consultant. - – Action date originally raised 21.02.2020

Laundry room refurbishment – asbestos removal - – Action date originally raised 12.02.2020

Mill stone options **MC**

### **Actions on hold**

Two signatories to visit Nat West to remove old signatory names and to arrange for a new bank card NF to be removed as no longer a committee member, **SS and CA**

Garage soffits and poor quality of finish with old metal fixing brackets and redundant hanging pipe insulation left in place. Lambeth to be contacted to make good **IE**

Meeting ended 9.10 pm