



MANAGEMENT COMMITTEE MEETING

19 May 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, Patricia Cryan PC, Paul Harding PH, Bridget Shields BS.

In attendance: Isaac Essuman (Estate Manager)

1. Apologies for absence and declarations of interest

Charlotte Axelson, Jean Bagnall, Pam Dockerill, Peter Kalton, Sandra Sykas Taylor SST

No declarations of interest.

2. **Acceptance of previous minutes.**

Amendments highlighted by MPB - Misspelling of Pam Dockerill. Under AOB should read HO not HM. Meeting finished at 9 pm not 9 am.

The Minutes for the previous two meetings will be handed to the acting

Chair for signature. **Action FM**

3. **Resignation from office of Chair and acting replacements.**

IE had been unable to arrange for a gift and card to be sent to the resigning Chair. This will be dealt with on Nick's return to the estate in June. **Action IE**

TP and SS were thanked for putting themselves forward to undertake the role of Chair.

Details of current members and roles will be amended on all notice boards. **Action IE**

TP said he would speak directly with NF (re taking over Nick's in box) to enable him to take over any outstanding matters. i.e. signing off of MW.

4. **Future MC Membership for 2020/21 including advertising for volunteers.**

Current members who will not be putting their names forward for a further term are – Nick Flesher & Sandra Sykas Taylor, **Action FM** to contact Peter Kalton.

Suggestion made that we let members of the co-op know that they are welcome to join the committee and/or sub-committees. As always we should try to encourage tenants to put their names forward. At the same time it might be useful to send out a notice asking residents whether they have any special skills that would assist in running the estate – like legal/finance/health and safety rules etc.

Draft letter to be produced **Action TP** for review at next MC meeting and send out in June. Further discussion would need to be undertaken re the numbers for the MC in future. Members were advised that should there be too many applicants then we have to hold a secret ballot, where Co-operative members can vote for who they would wish to see on the Committee. The information for such a ballot is usually sent out by the Chair.

5. Sub-Committee updates

Gardening/Cleaning Sub Committee - FM advised members that the gardeners had started our requested works – e.g. planting of wild flower section on both lawns, fitting bug boxes/bird boxes

BS enquired about the matter raised at the April meeting regarding the trees on the HC lawn and the possible threat of subsidence. IE advised that Lambeth tree specialists had visited the site and said it was Lambeth policy not to cut down any trees. MP enquired whether Lambeth's insurance specifically covered any damage to properties caused by a falling tree. **Action IE**

With regard to the diseased tree, a member enquired whether we should check with Lambeth if we make the decision to open up the two lawns (specific days) in order that we can assure residents that there is no danger. **Action IE**

Finance Sub-Committee – Waiting draft management 19/20 accounts. KT/IE reviewed headings/categories for costs in annual budget. **Action KT** to provide user guide to categories. Further meeting arranged prior to 16 June MC meeting, draft accounts to be provided to members.

Communication Sub Committee -More Welly – no news but request made that the notice relating to future members of the MC should be included in the next MW along with a statement that dogs should be kept on a lead on the estate and BBQs are not permitted on balconies and patios.

Business Planning sub-group – dormant.

Business Plan Groups - Work on large playground is on hold due to lock down procedures. No news on the upgrade of the drying rooms (asbestos removal). No news re security upgrade. Ownership of business planning groups to be confirmed **Action FM**

Leaseholder sub-group – PC advised that it was set up following the fraud problems and the costs wrongly allocated to leaseholders. Leaseholders had received refunds for the overcharging. Future leaseholder charges will be checked annually.

6. Estate Manager's Report

IE went through his report – future training for new MC members discussed, PC to update IE on her recent training.

A question was raised concerning bulk rubbish and the number of orders raised. IE advised that in March the recycling plants were all closed resulting in additional loads taken to the depot (3 loads = 1 work order) recycling plants are now open.

Large Increase in external lighting costs was raised **Action IE** to investigate, PC reported lights on in the morning on 1-16 Mead Row. High level lights to rear of Oasis school often on during the day **Action IE** to report to Niblock.

Insurance increase queried IE confirmed premium increase and Lambeth request to have money cover included increased premium. Future review of policy provider **Action IE**

A request was made that members of the MC could have a “lesson” on the information on the CHICS as it was not very clear. IE agreed to arrange this.

7. Action log

Item 3. IE reported difficulty in getting quotes at the moment.

Item 14. Faulty pavement still under review – date should be changed.

Item 25. Tree surgery IE confirmed that all MC concerns regarding condition of trees were given to Lambeth.

Item 24. Concrete structure spalling IE chasing contractor to quote

Item 35. Letter to residents delivered day before meeting

TP confirmed he will review the Action Log format to be discussed next MC meeting.

8. Review of documents –

Responsibilities of Membership of WMC.....

Should be printed on headed notepaper.

Point 1. Should read “There are normally **three General Meetings**”.

Point 2. Last sentence change to “Sometimes meetings have refreshments available which allows an opportunity for social engagement”.

Point 3. Should be changed to read ...”held on a weekday evening in a local venue”.

Final para should read”May 2020.” “..... Agreement 2015 Chapter 6: Annex E(2)”.

Risk Management Strategy

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Point 7.2 The Officers' Sub-Committee is non-existent.

Title “Appendix A” to be added to the risk assessment example.

9. Any Other Business

In relation to the two lawns it was mentioned that consideration was being given for the two Mill Stones to be moved and become features on the lawn.

A member raised the question of drug dealers on the estate and enquired whether we could perhaps get the Neighbourhood Police to patrol the estate on a regular basis. **Action IE** to contact police. IE stated he will ask the cleaner to report anything he notices. A resident of Holst Court said that there was obviously a resident smoking illegal substances as she could smell it when she is sitting on her balcony.

KT to review possibility of Neighbourhood Watch posters/stickers as a possible deterrent.

The question of BBQs was again raised and IE advised that Lambeth had said these should not take place unless in a garden. This means that no residents of WMC should have BBQs as patios do not constitute "a garden" **Action IE** to clarify if BBQs are banned from the entire estate. **To be added to the Code of Conduct when clarified.**

Wording in the Code of Conduct regarding dogs to be changed to dogs "must" be kept on a lead on the estate

PC informed the MC that Thursday evening clapping is followed by the Choir singing, all are welcome.

Meeting ended 8.45pm

