

09 June 2014



Dear member,

Please find enclosed the agenda, minutes, annual report and audited balance sheet for the **Annual General Meeting to be held on Saturday, the 21st of June at 11:00 am in the meeting room at Southfields Library**. Refreshments will be provided after the meeting.

The written Annual Report is our first. It details the work of the co-op Board in the last year.

To save on printing and postage costs, only the audited balance sheet for 2013-2014 is enclosed with this letter. The full audited accounts will be available under "Downloads" on the WPC website (<http://www.wimbledonparkco-op.org.uk/>) soon and is available in printed form from the Estate Office.

Board members will be elected at the meeting. Our Rules require that one third of the Board, consisting of the longest-serving members, stand down at each AGM. Consequently three of the current Board will be stepping down, and two will be seeking re-election. The Board would welcome new members and invites any interested Co-operative member to stand. A willingness to commit to attending the meetings and helping with the Board's activities is all that is required, but any business, financial, communications, or design skills are especially welcome. If you would like to stand for election to the Board, please let the Estate Manager know in advance, if possible.

If you cannot attend the AGM but would like to vote in advance of the meeting please contact the Estate Office for a proxy form. This form must be returned to the office by 19th June.

As a reminder, if you have a maintenance or repair request, please bring it to the attention of the Estate Office, rather than at the meeting.

Kind regards,

Anne Bzowska
Secretary, WPC Management Committee

Enclosures:

- Agenda
- Minutes of 26 June 2013 Annual General Meeting and 3 July 2013 Continuation Meeting
- Balance sheet for 2013-2014 financial year
- 2013/14 Annual Report



Notice is hereby given of a

ANNUAL GENERAL MEETING

**To be held on Saturday, 21 June 2014 at 11:00 am
In Southfields Library Meeting Room**

AGENDA

1. Present
2. Apologies
3. Minutes of the previous Annual General Meeting
4. Chair's Report on previous year
5. Plans for upcoming year
6. Continuation vote
7. Approval of audited accounts
8. Appointment of auditor
9. Election of Board members
10. Any other business
11. Date of next meeting [16 September 2014]



WIMBLEDON PARK CO-OPERATIVE ANNUAL GENERAL MEETING

Held on Wednesday, 26 June 2013 at 7:30 pm

2 Fernwood

MINUTES

Meeting chaired by Revd Canon Bill Christianson

1. Present

Committee Members

Revd Bill Christianson [Vice Chair]
Marlene Arnese [Secretary]
Phyllis Edwards [Treasurer]
Stephen Johnson [Board member]
Bernard Koudjo [Board member]

Other Attendees

Chay Pulger [Estate Manager]
Rachid Bellili [Financial Consultant]
Members: James Brand, Marion Brown,
Anne Browska, Esther Jolley, Sarah King,
Mary O'Shea, William Reiss,
Linda Stevens, Marguerite Tyler

2. Apologies

Anne Starr [Board member]
Edmund Knollys
Ele Kotzia

Absent without apology: Lloyd Bismouth [Chair], Joanne O'Driscoll [Board member],
Shaun Wilcox [Board member]

3. Lack of quorum

After 30 minutes the meeting did not have the required 15 voting members and was adjourned for a week to 3 July 2013, in accordance with WPC's rules. Notice of the continuation meeting will be posted.

4. Date of Continuation Annual General Meeting [3 July 2013]



**WIMBLEDON PARK CO-OPERATIVE ANNUAL GENERAL MEETING
CONTINUATION OF ANNUAL GENERAL MEETING HELD 26 JUNE 2013
Held on Wednesday, 3 JULY 2013 at 7:30 pm
2 Fernwood**

**MINUTES
Meeting chaired by Revd Canon Bill Christianson**

1. Present

Committee Members

Revd Bill Christianson [Acting Chair]
Marlene Arnese [Secretary]
Phyllis Edwards [Treasurer]
Bernard Koudjo [Board member]
Joanne O'Driscoll [Board member]
Shaun Wilcox [Board member]

Other Attendees

Rachid Bellili [Financial Consultant]
Bernie Brennan [RPO]
Members: James Brand, Anne Bzowska,
Stephen Johnson, Mary O'Shea, Linda
Stevens, Marguerite Tyler, Michel Tyler

2. Apologies

Anne Starr [Board member], Chay Pulger [Estate Manager], Betty Harmasz, Edmund Knollys

BC noted that Lloyd Bisnouth and Stephen Johnson had resigned from the Board on 30 June and 3 July, respectively.

BC introduced Bernie Brennan, who has been seconded as WPC's RPO for the next year. He started on 1 July.

3. Minutes of the previous Annual General Meeting held on 18 July 2012

The minutes were approved and signed.

4. Report on previous year

BC reported on what had been accomplished by the Board and staff since the last AGM:

- Carried out the continuation ballot required by the Council every seven years, with the result overwhelmingly in favour of continuation (approx. 95% of leaseholders and 80% of Council tenants).
- Met the budget and had a surplus of £31,540; the total surplus is now £57k. This year's surplus is due to cost-cutting and to having only one void.

- Started project to re-tender all contracts:
 - Successfully re-tendered gardening contract, locking in fees for three years and providing financial penalties if gardener does not live up to contract. CP and the Gardening Committee will be having regular meetings with the gardeners.
- Hired new caretaker at lower cost, due to retirement of former caretaker.
- Hired new admin assistant, saving £4 per hour on agency fees.
- Reduced utility costs for the office:
 - Water cost up £29 (7.6% increase) from previous year; Thames Water did a survey but cannot install a water meter. There is no reduction in the water rate, because 2 Fernwood is not a residence.
 - Gas down £120 (17.4% decrease) and electricity down £589 (nearly 60% decrease), due to changing providers on CP's initiative.
- Arranged meeting with Safer Neighbourhoods Team to discuss ASB and develop relationship with SNT and other organisations; sent out newsletter with details on whom to contact to report ASB and crime. Discussed setting up a WPC liaison with SNT.
- New bike shed built at no cost through grant applied for on CP's initiative; all spaces taken and a waiting list (current holders have verified their usage); there is a notice on the shed to contact the Estate Office if interested in joining the waiting list.
- Updated the Residents' Handbook, part of an ongoing effort to improve communications to residents.
- Reviewed and updated a large number of WPC and staffing policies.
- Worked on a new Modular Management Agreement with Council to replace the present one dating from 1998 and to reflect current regulations, Council requirements, and best practices. Former Board members SJ and LS did much work with Janine Newton through January, followed by MA and BC .
- Board members attended a number of very helpful training courses put on by the Council, including an in-house training course at 2 Fernwood. The courses cost about £70 for each person, though last year the Council did not charge for some of the courses in order to encourage WPC Board members to attend. The Board has an allowance of about £9k from the Council for training and other support.

5. Plans for upcoming year

MA reported on the plans for work to be done by the Board and staff in the upcoming year:

- Complete the new Modular Management Agreement by October.
- Re-tender for financial services (consultant, accountant, payroll, auditor).

- SJ suggested re-tendering, i.e., outsourcing, the caretaking.
- Write a business plan, which has never been done before.
- Update the years-old risk review and write a contingency plan.
- Carry out a resident satisfaction survey.
- Set up reviews and development/training plans for the staff; this has never been done.
- Carry out a salary review for staff positions; this has also never been done.
- Continue to look for cost savings, e.g., looking into auto shutoff for office lights.
- Potentially arrange a social event for residents such as a party or trip.
- Spend some of £57k surplus; half should be kept for unexpected expenses (e.g., a large number of voids), which leaves about £28k. The Board will consult residents on how to spend it, but there seems to be interest in painting the railings and fences, which can be done this year rather than as part of cyclical redecorations with the window replacement in 2015. The Board will ask CP to look into estimates.
- Look into grant money to spend on other proposals; ideas include:
 - Additional cycling barriers on pathways.
 - Removing bricks along pathways and replacing them with grass or other edging.
 - Enclosing unsightly rubbish and recycling bins at south end of Allenswood.
 - Installing grills on stairwells of Wimbledon Park Court.
 - Removing the red bench between Fernwood and the library; this will require consultation with the Council, which installed it.

Affected residents will be consulted prior any of these projects being done.

- RB has suggested that the Board consider changing the gardens to a lower-maintenance plan, as gardening costs will continue to rise. It may be possible to get a gardening student to consult, or we may hire an expert.
 - LS suggested handing the gardening back to the Council, as part of the new MMA. The MMA working group will discuss this.
- MA noted the problems with achieving these goals for the next year:
 - The Board does not have enough resources to carry out these activities. BC and MA have been doing the bulk of the work for the last year and cannot continue in the same fashion. BC has many other commitments and needs to resign in the autumn, and MA cannot devote as much time to the Board in the future.
 - There are increasing pressures on the Board and WPC due to additional regulation, reporting, etc., which require even more work by the Board.

- Given the low interest in volunteering for the Board and the small turnouts for the General Meetings, it may be time to consider returning the management of the Estate to the Council.
- BB noted that based on the continuation vote, almost everyone in WPC was interested in it continuing, so the members need to step up and contribute, and asked those present (most of whom were current or former Board members) to talk to their neighbours and encourage them to get involved.
- LS pointed out that everyone wants to live in a nice place, but nobody wants to help.

6. Proposals for changes in membership and other matters

Regarding the proposal to open WPC membership to adult residents as well as leaseholders and Council tenants, MA explained that after the notice and letter went out, a potential problem had been noted, i.e., who gets to vote if a leaseholder and his or her tenant are both members. Further analysis needs to be done, so this proposal will be held over to the next General Meeting. RB may be able to advise, as this situation has occurred in other RMOs.

The proposal to lower the General Meeting quorum from 15 to 13 was proposed by MA and seconded by AB. The members voted in favour.

7. Matters arising from previous meeting

- LS pointed out that John Wisby had done a lot of work on security before moving away from the Estate, and asked the Board to look into it.
- LS noted that at the previous AGM a resident had suggested using youth offenders to paint the railings. The Board will consider this, if the decision is made to paint the railings and fences this year.
- SJ asked what had happened regarding the insulation. The Board will ask CP.

8. Continuation vote

SW proposed that the Co-operative continue for another year. PE seconded it. The members voted in favour, with SJ voting against.

9. Approval of audited accounts

MA explained that the audited accounts were not ready in time for the Board to review and approve them at the last Board meeting before the AGM, so Board members will be given the audited accounts in preparation for their meeting on 8 July. The next general meeting is 24 September, so the audited accounts will be proposed to members for approval then.

SJ asked what the difference was between management accounts and audited accounts. RB explained. SJ suggested that it be explained in layman's terms when the audited accounts are approved at the next General Meeting.

Michel Tyler asked where the annexes were. RB said they were on the audited accounts, and any resident could ask for a copy. MA will get a copy to him after the meeting.

10. Appointment of auditor

MA proposed and BK seconded that WPC appoint K.A. Johnson, Norfolk House, Norfolk Road, Rickmansworth, Hertfordshire, WD3 1RD, for another year. The members voted in favour, with SJ voting against.

11. Election of Board members

BC thanked Lloyd Bismouth and Stephen Johnson for their services to the Board and WPC over the previous year.

MA noted that there is a process in the MMA for electing Board members, which has never been followed. The new MMA election process will be put into effect next year, but this year the election will be carried out as in the previous years.

Along with the current Board members, AB agreed to stand for the Board. The following members were proposed by MA and seconded by JB to be elected to the Board: Marlene Arnese, Anne Bzowska, Revd Canon Bill Christianson, Phyllis Edwards, Bernard Koudjo, Joanne O'Driscoll, Anne Starr, and Shaun Wilcox. They were elected, with SJ abstaining. The current officers (BC as Acting Chair/Vice Chair, MA as Secretary, PE as Treasurer) will continue in their posts until the next Board meeting on 8 July, when officers will be elected.

12. Any other business

- LS asked when the caravan that has been parked in Briardale car park since 19 June will be removed. BC and MA said that CP had been in contact with the Council, the police, and the abandoned vehicle department to have it removed. The police and Council said it was not their remit. BK reported that he sees people living in it. LS has also called the abandoned vehicle department, and wondered where the people in the caravan were getting electricity. The vehicle registration has been removed from the caravan. BB said he has seen abandoned cars in Council parking lots for up to six months, but that the abandoned vehicle department is the best bet. The Board will follow up with CP.
- SJ asked whether residents are allowed to park commercial vehicles on the Estate. BB said that because many people now own transit vans and the like for work, the Council doesn't enforce the rule against commercial vehicles unless there are complaints, and unless the vehicle has no resident permit and/or it takes up more than one space. If someone has a fleet of commercial vehicles parked on the Estate, that would be a different matter. If vehicles are untaxed, they should be reported to DVLA.
- SJ noted that there had been a light out in Ambleside for four months. MA pointed out that this is a maintenance issue and should be reported outside the AGM. PE said that it had already been reported and is being taken care of.

- MA noted that CP is getting married this weekend and will be on holiday for two weeks, and that the admin assistant, Anne Abhishek, and RB will be filling in. The normal office hours will be observed except that the office will be closed from 1 to 2 for lunch. The answering machine has been changed to reflect this.
- SJ told PE that the shrubs near Albert Drive are overgrown. MA pointed out that this is a maintenance issue and should be reported outside the AGM. PE has told the gardeners and will remind them at the Gardening Committee meeting on 22 July.
- SJ asked when there would be any tree work. WPC pays the Council to do the tree survey, which usually happens every three or four years. However, the tree group has been very busy. BB noted that CP has been trying to get the Council to respond, and that BB had given CP another contact who works in the office instead of in the field and might be more responsive. If a resident sees a health and safety issue with a tree he or she can report it to the Council.
- SJ noted that the area around the library seats often has rubbish around it. MA pointed out that this is a maintenance issue and should be reported outside the AGM.
- Michel and Marguerite Taylor noted that the recycling was not removed last Monday but was picked up the following week, but meanwhile they noticed that residents had not crushed their recycling so it would fit in the bins, and asked whether the Board could tell the residents to do so. This will be mentioned in the next newsletter.

13. Date of next general meeting [24 September 2013]