

17 September 2015



Dear member,

Please find enclosed the agenda and previous General Meeting minutes for the **General Meeting to be held on Wednesday 30th September 2015 at 7:30 pm in the Meeting Room at Southfields Library.**

Only the items that are on the agenda will be discussed. 'Any Other Business' will be reserved for items that (a) arise after the agenda and notice are sent to Co-operative members, and (b) cannot wait until the next the general meeting.

On receipt of the agenda, Co-operative members may propose additional agenda items, which the Board will consider for inclusion in 'Any Other Business'. The deadline for this will be five calendar days before the meeting. If you would like to propose an item for the meeting, please send it to the Office by 3 pm on Friday 25th September 2015. Members are also welcome to propose agenda items at any time, for consideration by the Board for a future meeting.

We hope to see you there.

Kind regards,

Anne Bzowska
Secretary, WPC Board

Enclosures:

- Agenda
- Minutes of 24 March 2015





Notice is hereby given of a

GENERAL MEETING

**To be held on Wednesday 30th September 2015 at 7:30 pm
In the Meeting Room at Southfields Library**

AGENDA

1. Present
2. Apologies
3. Minutes of the March General Meeting
4. Matters arising from previous meeting
 - 4.1 Tree Works
 - 4.2 Bin Lids for Paladin Bins
 - 4.3 Sainsbury's Development
 - 4.4 Window Replacement and external decorations
5. Any other business
6. Date of next meeting



**WIMBLEDON PARK CO-OPERATIVE
GENERAL MEETING HELD 24 March 2015
7:30 pm in Southfields Library Meeting Room**

MINUTES

Meeting chaired by Bernard Koudjo

1. Present

Committee Members

Bernard Koudjo [Chair]
Anne Bzowska [Secretary]
Christina Jordan [Board member]

Other Attendees

Chay Pulger [Estate Manager],
Rachid Bellili [Financial Consultant]
Bernie Brennan [RPO]
Members: Marlene Arnese, Marion
Brown, Diana Farley, Sarah King, Mary
O'Shea, Hugo Pastor, William Reiss, Linda
Stevens, Michel Tyler, Shaun Wilcox

2. Apologies

Apologies were received from E Jolley.

3. Minutes of the previous General Meeting

The minutes from the meeting of 15th December 2014 were approved and signed.

4. Report from the chair

BK reported as follows:

- The Modular Management Agreement is complete and ready for approval later in the meeting.
- Tree work has commenced and will be discussed further in Agenda Item 6.
- The budget has been prepared ready for approval later in the meeting.
- We have been assessed for the nationally recognised kite mark award for being a well-run TMO. We have achieved the required standard and have been awarded the Kite Mark Award by the NFTMO (National Federation of Tenant Managed Organisations). It is valid from 2015-2017.
- Another new Bike Shelter for 1-19 WPC will be installed on 26th March 2015. It is free of charge through a grant and therefore is no cost to residents.
- Our part time admin worker is leaving WPC. We are currently advertising for a replacement who we hope will start in May.
- The payroll function has been retendered and we have a new company starting with us in a month's time. We will be save approximately £4000 over the next 3 years. We plan to carry out a re-tender of other services. This and our membership of an

umbrella group of Wandsworth TMOs should enable us to achieve further savings in the coming years.

- A Community Survey will go out within the next few weeks as we plan to try to increase the community spirit within our estate in the forthcoming years.

5. MMA

- CP reported that the documents were made available to members. The office received 1 email from an interested resident but they did not follow up and make an appointment to view the MMA. The MMA has been worked on for over 24 months by a task force team consisting of Chay, Board members and council representative. It has been scrutinised by the board members and by the council's legal department. It was approved by the board on the 10th March 2015 and requires to be further approved by the membership.
- MA proposed and CJ seconded that the MMA be approved and all members were in favour. The Modular Management Agreement 2005 was signed by Bernard Koudjo and Christina Jordan and handed to Bernie Brennan to get it counter signed by the council. When signed, a copy will be sent to WPC and will be available to residents to view by appointment with the office. Special thanks to all those who have worked incredibly hard on this service level agreement, in particular, Marlene Arnese, Bill Christianson, Janine Newton, Chay Pulger and Bernie Brennan.

6. Tree Works

- BK explained that the tree work although commenced is not yet complete. The rest of the work should be done in the next two weeks. There will be a snagging check of the work. Bernie Brennan will follow up with Suzanne Watkins/Pat Langley to ensure the all the work gets done.

7. Window Replacement

- CP explained that the notices of intention for the above scheme have been served. It is for window replacement and also external decoration such as painting, walkway repairs, door repairs etc. A consultation meeting has been arranged for residents to discuss the proposed works on Thursday 16th April 2015 from 4:30pm to 7:00pm in Southfields Library, 300 Wimbledon Park Road. It is a drop in session and there will be various council officers available to answer any technical questions.
- CP will attend the entire drop-in session noting frequently asked questions and points of interest to report back to residents.

8. Budget 2015-2016

- CP reported that the allowances have been increased by 2.14% and that most items in the budget have similarly been increased by this amount.

- RB explained that the budget is used to calculate the leaseholder's service charge so an effort is made to keep it as stable as possible.
- The budget has been approved by the board and approval sought by the membership.
- AB proposed and CJ seconded that the budget be approved.

9. Any other business

- DF pointed out that WPC walkway lights are often on in the afternoons and wondered if this was why the budget item for electricity in WPC had risen considerably. CP said he would check the timer and asked that residents inform him if they notice unnecessary lights left on for long periods.
- DF asked about the future of the WPC vegetable plots. She pointed out that they had fallen into disuse as the soil isn't very fertile. BK advised that demand for such things will be assessed by the community survey mentioned above but it seemed that that area should be returned to the gardeners to maintain.

10. Date of next general meeting [1st July 2015 -AGM]