

03 December 2014



Dear member,

Please find enclosed the agenda and previous GM minutes for the **General Meeting to be held on Monday 15th of December at 7:30 pm in the Meeting Room at Southfields Library.** The Library is on the grounds of Wimbledon Park; its address is 300 Wimbledon Park Road, Southfields SW19 6NL. We hope you will attend.

Only 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 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 Tuesday, 09 December 2014. Members are also welcome to propose agenda items at any time, for consideration by the Board for a future meeting. This is in line with best practices and agreed with Wandsworth Borough Council.

Refreshments will be provided for a Christmas drink for attendees following the meeting.

We hope to see you there.

Kind regards,

Anne Bzowska
Secretary, WPC Board

Enclosures:

- Agenda
- Minutes of 16 September 2014 General Meeting and 23 September Continuation Meeting



Notice is hereby given of a

GENERAL MEETING

**To be held on Monday, 15 December 2014 at 7:30 pm
In the Meeting Room at Southfields Library**

AGENDA

1. Apologies
2. Minutes of the previous General Meeting
3. Matters arising from previous meeting
 - 3.1. Wimbledon Park Court Windows
4. Report from the Chair
5. Any other business
6. Date of next meeting

Refreshments



**WIMBLEDON PARK CO-OPERATIVE GENERAL MEETING
CONTINUATION OF ANNUAL GENERAL MEETING HELD 26 JUNE 2013
Held on Tuesday 23 September 2014 at 7:30 pm
2 Fernwood**

MINUTES

1. Present

Committee Members

Phyllis Edwards [Treasurer]

Anne Bzowska [Secretary]

Other Attendees

Chay Pulger [Estate Manager]

2. Minutes of the previous inquorate General Meeting held on 16 September 2014

The minutes were approved and signed.



WIMBLEDON PARK CO-OPERATIVE GENERAL MEETING
Held on Tuesday, 16 September 2014 at 7:30 pm at
Southfields Library Meeting Room

MINUTES

Meeting chaired by Bernard Koudjo

Present

Committee Members

Bernard Koudjo [Chair]
Anne Bzowska [Secretary]
Phyllis Edwards [Treasurer]
Linda Osborne [Board member]
James Brand [Board member]

Other Attendees

Chay Pulger [Estate Manager]
Rachid Bellili [Financial Consultant]
Members: Edward Mooney, Amelia
Ashton-Jones, Sarah King, Mary O'Shea,
Diana Farley, Marguerite Tyler, Michel
Tyler

1. Apologies

Bill Christianson, Kathleen Ryan, Nicky James

Absent without apology: Craig Nicol [Board member]

Lack of quorum

After 15 minutes the meeting did not have the required 13 voting members but proceeded on the understanding that notes would be taken for approval at a continuation meeting which will be held in 2 Fernwood on 23rd September, in accordance with WPC's rules.

2. Minutes of the previous General Meeting

AB proposed and JB seconded that the minutes of the March GM be approved. This was carried with no objections.

3. Matters Arising from previous meeting

3.1 Barclays Bank Fees

The amount of bank charges being paid by the co-op has been raised by residents as an area of concern. Three possible solutions have been identified:

a. Reducing the number of bank accounts

We currently have 6 bank accounts, an idea would be to eliminate the reserve and savers account and put the funds into the main account therefore leaving only 4 Bank Accounts. This would reduce the bank charges and also reduce the Estate Managers workload as it would be 2 less accounts to manage.

b. The further use of online banking

Another solution would be to start using online banking to make payments to suppliers and contractors and therefore this will reduce the cost of the usage of cheques/stamps and the fees associated with cancelling lost cheques. This is currently being reviewed to ascertain the best way to do this to ensure compliance bearing in mind the risks associated on online banking.

c. Change banks

This is more complex. It would be ideal to use a bank in Southfields as tenants pay money into the bank for rent and some tenants do not have access to transport to travel to another area for a bank. The choices at the moment are Nat west & HSBC. Based on the charges, business functionality and customer service, it appears that Barclays are front runners, however this could change anytime.

4. Report from Chair

4.1 Modular Management Agreement

We are still working on the MMA and we aim to have this completed by the next General meeting in December. Modular Management Agreement is the terms and condition on which our organisation runs and manages the estate on Wandsworth Council's behalf.

4.2 Tendering

We are currently going through a tendering process for the Payroll.

4.3 Tree work

The tree survey was carried out in July by the council. It was approved at board level at end of July and now the tree work has been pencilled in to commence in the autumn 2014.

4.4 Business plan

This is still being worked on but is close to being finished.

4.5 Annual Review / Internal Audit

Annual Review – we received very good feedback from the council on Wimbledon Park's achievements and the way it has functioned in the last year. There are a few recommendations which we either have dealt with or are in the process of dealing with.

Internal Audit – we also received lots of good comments. There were again a few issues raised but were small issues which we either have dealt with already in the progress of dealing with.

4.6 Management Board

Unfortunately we have lost key 3 board members, namely Marlene, Shaun and Laurelle, due to their personal work commitments. We are therefore requiring more volunteers to dedicate only few hours a month to join our friendly board to manage and make decisions on the place we live.

4.7 Gardening

We received requests to have 'Gardening' added as an agenda item for this general meeting. After discussions at the last board meeting, the board felt that there was no need to add Gardening to the agenda. Instead, the 3 residents were invited along with everyone else on the estate to the 'meet the board session' on the 6th September 2014 which was entirely dedicated to gardening matters.

The 3 residents only attended the session. Their concerns were taken down and instructions were passed the following day to the Estate Manager who forwarded them to the gardeners to resolve the problems.

It should be noted that the board and the council along with over 78% of the residents in Wimbledon Park estate are satisfied with the gardening. This was demonstrated through the annual review, estate inspection by the board and the 2 residents surveys carried out both by the council and the co-op.

5. Any Other Business

Windows – DF raised the fact that Wimbledon Park Court is not included in the future plan to replace the estate windows. CP confirmed that a separate request will be required for this work to be undertaken.

DF also inquired as to whether the council were aware that we intend to use the scaffolding erected for the window replacements for carrying out painting work. CP confirmed that the council had been notified of this.

Fly Tipping – BK confirmed that a review of CCTV was ongoing. CP said that the latest advice received from WBC's waste enforcement officer is that even if CCTV evidence is obtained it is still difficult to fine the correct person and is often ineffective in preventing fly-tipping.

Safer Neighbourhoods Committee – BK asked for a volunteer to attend future SNT meetings.

6. Date of Continuation Annual General Meeting [23 September 2014]