

7th July 2016



Dear member,

Please find enclosed the agenda, minutes, and audited balance sheet for the **Annual General Meeting to be held on Wednesday, the 21st of July at 7:30 pm in the meeting room at Southfields Library.**

To save on printing and postage costs, only the audited balance sheet for 2015-2016 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 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 19<sup>th</sup> July 2016.

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
- Previous Minutes of Annual General Meeting from 2015
- Balance sheet for 2015-2016 financial year





**Notice is hereby given of a**

**ANNUAL GENERAL MEETING**

**To be held on Wednesday, 21st July 2016 at 7:30 pm  
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 2015-2016
5. Plans for upcoming year 2016-2017
6. Continuation vote
7. Presentation of audited accounts for 2015-2016
8. Appointment of auditor for 2016-2017
9. Election of Board members
10. Any other business
11. Date of next meeting [29th September 2016]



**WIMBLEDON PARK CO-OPERATIVE ANNUAL GENERAL MEETING**

**Held on Wednesday 1 July 2015 at 7:30 pm at  
Southfields Library Meeting Room**

**MINUTES**

**Meeting chaired by Anne Bzowska**

**1. Present**

Committee Members

Bernard Koudjo [Chair]  
Anne Bzowska [Secretary]  
Phyllis Edwards [Treasurer]

Other Attendees

Chay Pulger [Estate Manager]  
Rachid Bellili [Financial Consultant]  
Bernard Brennan [WBC Resident  
Participation Officer]  
Members:  
James Brand, Nicky James, Stephen  
Johnson, Esther Jolley, Sarah King, Mary  
O'Shea, Diana Farley, Linda Stevens, Michel  
Tyler

Lack of quorum

After 25 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 08 July 2015, in accordance with WPC's rules.

**2. Apologies**

Christina Jordan [Board member], Linda Osborne [Vice Chair], Michael Waters

**3. Minutes of the previous Annual General Meeting**

Two items from the previous minutes were highlighted as still outstanding. LS queried the status of the tree works. CP explained work is regarded as complete by the contractors but the council are yet to carry out the Health and Safety check after which the board need to check the work contracted for has been completed satisfactorily.

LS asked that the smell emanating from the Fernwood bins could perhaps be addressed with the provision of lids for the full bins left outside of the bin chamber. CP will liaise with WBC Waste Management Department.

AB proposed and JB seconded that the minutes of the June 2014 AGM be approved and signed. This was carried with no objections.

**4. Chair's Report on previous year**

AB read from the attached report.

**5. Plans for upcoming year**

AB read from the attached report.

**6. Continuation Vote**

A majority of 11 members voted for the continuation of the co-op, 3 abstained and 1 voted against. The co-op will, therefore, continue to manage the estate.

**7. Presentation of audited accounts**

RB presented the accounts pointing out that they, in the view of the auditor, provide a fair and accurate view of our financial position. SJ asked if designated reserves related to funds for cyclical decorations only. RB confirmed this was the case.

RB pointed out that the co-op has achieved approximately £27,000 surplus for year 14/15 due to efficiencies made and the reduced costs of contractors. This should result in a small reduction in the service charge to leaseholders next year.

**8. Appointment of Auditor**

It was confirmed that work to appoint a new auditor will begin shortly. Our current auditor, K Andrews, will also be invited to re-tender.

**9. Election of Board Members**

Heather Reeves, Phyllis Edwards and Anne Bzowska all stood down. PE and AB put themselves forward for a further year. AB proposed and BK seconded PE's election to the board. LS proposed and PE seconded AB's election to the board. LS proposed and DF seconded Stephen Johnson's election to the board.

**10. Any Other Business**

DF raised the impending Sainsbury's development next to Wimbledon Park Court. She suggested the co-op officially object against the development to WBC.

BK said this would be discussed at the next board meeting.

BB said he would forward the code of conduct for construction in residential areas to CP.

**11. Date of Continuation Annual General Meeting [8th July 2015]**

## **CHAIRS REPORT**

### **WHAT WE ACHIEVED IN 2014-2015**

#### **Governance and Organisational**

- ☑ New Management Agreement with Wandsworth Council
- ☑ Kite Mark Award from the Nation Federation Tenant Management Organisation. Recognition of how well the organisation is run. First TMO to achieve this in the borough.

#### **Improvement Work**

- ☑ New estate map
- ☑ Health and Safety Tree Work
- ☑ New step lighting. [Grant]
- ☑ Two new bin enclosure installed. [Grant]
- ☑ Two new bike shelters through [Grant]

#### **Financial**

- ☑ Surplus of approximately £27k for last year

### **THINGS PLANNED FOR 2015-2016**

- ☑ Double Glazing
- ☑ External Decoration work
- ☑ Completion of the Business Plan
- ☑ Re-tendering of all our other existing contracts
- ☑ New motor cycling parking area [Grant]
- ☑ Community Engagement Survey carried out as we are looking to organise community based events. Reminder to return the survey by the 5th July 2015 if you want to have a say.

**A annual report will be sent out to all residents after the AGM with more in depth overview of the Co-operatives achievements from the last year. It will also be made available via our website.**



**Wimbledon Park Co-operative Limited**  
**Statement of Financial Position**  
**as at 31 March 2016**

	Notes	2016 £	2015 £
<b>Fixed assets</b>			
Tangible assets	9	1,089	1,569
<b>Current assets</b>			
Debtors	10	16,118	22,083
Cash at bank		446,522	394,092
		462,640	416,175
<b>Creditors: amounts falling due within one year</b>	11	(151,906)	(126,036)
<b>Net current assets</b>		310,734	290,139
<b>Net assets</b>		<u>311,823</u>	<u>291,708</u>
<b>Capital and reserves</b>			
Share capital	12	120	115
Income and expenditure reserve	13	311,703	291,593
<b>Shareholders' funds</b>		<u>311,823</u>	<u>291,708</u>

These financial statements were approved and authorised for issue by the Board.

On behalf of the Board

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B Koudjo  
Member of the Board

.....  
Name .....  
Member of the Board

.....  
A Bzowska  
Secretary

Approved by the board on <sup>7<sup>th</sup> July</sup> ~~23 June~~ 2016

The annexed notes form part of these financial statements.