



## **BOARD MEETING MINUTES**

**Held at 7-00pm on Wednesday 18th July 2018 at 2 Fernwood**

**Meeting chaired by Bernard Koudjo**

### **Members Present**

Bernard Koudjo (Chair)  
Shaun Wilcox (Vice Chair)  
Kirsty Corcoran (Secretary)  
Andrew Cook  
Mary Cunningham

### **Other Attendees**

Cecilia Barrett (WPC Housing Manager)  
Ann Brown (WBC DEHM)  
Sarah Stevens (WBC DEHM)  
Blase Lambert (Financial Consultant)

1. **Apologies** – Linda Osborne, Phylis Edwards

### **2. Re-election of Committee Positions**

- Re-election of the Chairman. Bernard Koudjo (BK) puts himself forward; Seconded by Shaun Wilcox.
- Re-election of the Vice Chair. Shaun Wilcox puts himself forward; Seconded by Kirsty Corcoran.
- Re-election of the Secretary. Kirsty Corcoran puts herself forward; Seconded by Andrew Cook.
- Re-election of the Treasurer. Mary Cunningham puts herself forward; Seconded by Bernard Koudjo.

### **3. Matters Arising from Previous Meeting:**

**AP1** – Rent handover process - still waiting for the software to be installed here for the rents return to be complete. BT installation should be before the end of the month.

- Blase Lambert (BL) reports he's updated the Rents bank accounts and reconciled them. The Coop has a liability to the council for approximately 2 months rent (Around £70,000). There is about £4,000 left in the bank account. Around £25,000 of current rent arrears are current and claimable. This has built up over 30 years because the Coop have been paying last months accounts with next months rents.

- The Management Accounts make it very clear that the Coop is liable for this. The auditors should have produced us with a schedule of bad debts annually in order for it to have been written off annually and not accumulated. The Coop has one account with £84,000 in it, but in total has around £450,000 in cash across its various bank accounts, including the Cyclical Maintenance money. The Business Premium Account has £180,000 in it, which operates as the paying in and out fund.

**AP2** – UK Power Networks findings on the electrical outtake cupboards - Cecilia Barrett (CB) is meeting with WBC's Electrical Manager next Friday to look and see what's needed and how urgent it is. The three big blocks need to be dealt with first. UKPower won't charge for their upgrade as it is their responsibility. The electrical works from the council would be rechargeable.

#### **4. Gardening contract**

CB to request a cost from WBC to join their tender. CB is writing up a new gardening spec that will be much more simple for pricing. Existing Gardening Contractors are clocking in and out, and have been extended for 3 months while we resolve the new tender. Extensive discussion about how we manage the contract – regular contract management meetings with a walk around required. How to deal up with the catch-up piece of work needs to be addressed, to tackle all the brambles, trees that have self-seeded etc that should have been dealt with. CB to ask the existing gardeners to focus on a few hot spot areas of the backlog while they are still engaged.

#### **4. Staffing (Cleaning Contract) Update**

All three caretakers accepted the redundancy packages and left on Friday 6<sup>th</sup> July. They returned their keys & removed all their stuff. New cleaners started on a trial cleaning contract. They clock in at the office and have a new break space in WPC. This has been approved in order for the Estate Office to have privacy around confidential matters. CB reports an excellent service so far. One cleaner stepped down and a new one was put in place the next day. The cleaning manger is writing a cleaning schedule which will be put up in each block, so you will know when to expect what in each block. The Coop need to remind residents that we are paid £40,000 for Cleaning & Maintenance by WBC, and we were paying £75,000, before pension contributions. It has then cost us another sum to resolve the situation. The Board agree that we need to present the information to residents, highlighting that we've had reductions in money coming in from WBC and that these are the necessary changes we've made/are making. It is a straight forward business decision.

#### **6. Finance Update**

BL told us about the rents side already in AP1. He has been in doing our VAT for the first quarter and has been updating our systems. He will be updating our budget on Friday to reflect decisions made on staffing and gardening, and also doing first quarter Management Accounts. Most of our spend is in line with budget, but a large amount is coming up on a Void. CB reports that the Voids have needed the electrics to be replaced as they were old. Bernard Koudjo (BK) asks if we can send Void repairs back to the council. BS says this is something that peaks and troughs in terms of budget allowance & spend, therefore it is likely not worth it as we are always paid a set amount for void repair allowances, so some of our budget surpluses might be down to that.

BK asks BL about what we spend on repairs around the estate. Could it be a financially viable option to employ someone to do all the handyman works? BL says again there are peaks and troughs in spend; we pay approx. £15-20,000 per annum.

### **7. Cyclical Maintenance Budget**

There is a possibility that it could be used for re-painting of the railings or re-surfacing of stairs. Mary Cunningham (MC) questions plans for WPC and the open walkways. Sarah Stevens (SS) says it can be looked at for the next major works.

### **8. SIBS Submissions**

Bin sheds proposals. Planting/flowers. Sarah to have FGKeen quote for pathways and bollard repairs.

### **9. Newsletter**

To be compiled.

### **10. Board Member Training**

To happen in early September or late September/Early October. BL provided dates to be circulated.

### **11. AOB**

- Approval of contractors list. BK requests the re-instatement of feedback forms for tenants/residents who have had works done.
- MC confirms that we have all their PLI.
- MC brings up how to get security back on the agenda. Shaun Wilcox is looking at going to the Ward Panel Meeting again as when he previously attended there was more policing presence. Make this an Agenda item for the next Board Meeting.

### **12. Date of Next Meeting**

Wednesday 12th September 2018