



# Wimbledon Park Co-operative Limited

Board Meeting Wednesday 16 October  
2019

**Present:** Lizzie Inglis, Elyse Quinn, Sarah Stevens, Blase Lambert, Linda Stevens, Mary Cunningham, Martin Lore, Sue Lore, Hugo Pastor, Craig Nicol

**Apologies:** Bernard Koudjo, Phyllis Edwards

No chair or vice-chair - Linda volunteered Kirsty to be the chair for the night's meeting, Kirsty agreed to chair the meeting.

## **Last Minutes:**

Linda: questioned the apologies of the previous board meeting minutes. Kirsty confirmed Linda Osbourne has resigned from the board. Everyone agreed they are happy with the last meetings minutes.

Blase: As this is the first committee meeting since the AGM, as per rule 40A the board is to elect a chair person for the year, it also states in the rules you will appoint a secretary and treasurer which needs to be looked at rather than carry on without ratifying them. Kirsty asked if it is right that we do not require a treasurer, just a chair and a secretary. Blase confirmed that legally a treasurer is not required, however, the rules state we must have a treasurer.

It was agreed that in order to prevent further delay the new roles should be elected that night.

## **Chair**

Linda proposed Mary as Chair.

Sue asked for confirmation on the rules regarding the restrictions around voting in board members when the entire board aren't present. Blase confirmed there is nothing in the rules that restricts these changes being made.

It was confirmed that Mary would need to stand-down from her current position as the treasurer, she could not carry out both roles simultaneously.

Kirsty seconded Marys nomination.

Clarification was sought on whether a nominee could vote for themselves and Blase advised they could.

Board members voted 5 for and 1 abstention for Mary to be appointed as the new chair for the board.

### **Vice Chair**

Blase confirmed that a vice-chair is not required and that the appointment can be investigated at the next meeting.

### **Secretary**

Mary proposed Sue for the secretary position.

Nomination seconded by Martin.

Board members voted 5 for, 1 abstention for Sue to be appointed as the new secretary for the board.

### **Treasurer**

Mary proposed Kirsty be put forward for the treasurer position.

Nomination seconded by Sue.

Board members voted 5 for, 1 abstention for Kirsty to be appointed as the new secretary for the board.

Kirsty is to inform Bernard of the newly appointed Chair. Lizzie to inform Phyllis.

Blase: The board should be looking at maximum terms at office and the current corporate governess suggests that three consecutive terms of three years is the maximum that anybody should be serving on a board

## **1. Office Staff and Board Members**

Lizzie is to send out her six month contact to all board members which has been reviewed by Blase.

Elyse is currently here on a temporary basis, however, after the continuation ballot, this will need to be reviewed.

Kirsty questioned how many people are coming into the office. Lizzie stated that some days up to 20 people can come into the office (can be the same person multiple times), while other days we can only have one or two people come into the office.

A log is kept of visitors that come into the office but not of phone calls. Again the numbers vary greatly based on individuals needs that day.

Mary would like to look at addressing the relationship between office, the board and any external consultants which are used. Mary believes the relationships are extremely fraught and the relationships need to be repaired and strengthened.

Sue has a good relationship with Lizzie and Elyse and has been in to sit with them both. Now Sue has been appointed as the secretary she is willing to help support the office as a representative of the board.

Board members brought to Lizzies attention that they were unhappy with the services that Peninsula had been providing. The contract with Peninsula has ben renewed as Lizzie was unaware that the board were unhappy with their services and this had not been brought to her attention.

Finances are now all being slim-lined so that we don't have multiple accounts in different places.

Blase and Lizzie will bring along a full list of all organisations that we are contracted with and who we do business with and what they do for us and the board can discuss concerns/make it known how they feel about continuing these relationships.

Kirsty: There is a drop box for the co-op (unsure when this was last updated). This will need to be updated with all of the up to date rules, list of members, etc. So, the information is readily available and received by new board members. This will be investigated further at the next meeting.

Mary questioned the relationship with the Sarah Stevens RPO and how they can help the co-op.

Sarah is here to support the manager and an observer of the meetings. Sarah is Lizzie's first point of contact should she have any questions that she is unsure off. The board is in agreement that they require more training –Sarah suggests the board put themselves forward for any training they require. Blase can also provide training to the board, however, in the past only half the board attended the training and board members need to make sure they are available for these training dates or they won't go ahead.

Sarah is to send out the annual review which will bring things to the board's attention such as attendance and where things can be improved.

Kirsty would like to encourage new members join the board. Once the Continuation Ballott has been finalised a newsletter will be sent out to all the residents to thanking them for their support and arrange a coffee morning, etc.

## **2. Finances**

Blase: The co-op now only holds two bank accounts; all other accounts have since been closed down.

One holds cyclical decoration money and the other account is the current account. There is no longer a rent account, a rent trading account or management account. The co-op had a nation-wide building society account which had £85,000, this

account has since been closed and transferred into the current account. There is now one main account which has a balance of approx. £205,000. What was unclear, was what approval process had been put in place to transfer £85,000 from one account to another, the assumption is that Bernard and/or Phyllis must have been involved in signing this off or that a previous manager (Chay or before) had signatory responsibility with the bank.

Lizzie: The bank account is currently under Phyllis' name and is tied to her personal account.

Lizzie has been in contact with the bank to try and make the required changes, however, this has since resulted in extra security being added to the online banking meaning we can not currently log into online banking anymore without having access to Phyllis' personal banking details. Neither Lizzie nor the board feel comfortable logging into the accounts this way.

Going forward a brand-new bank account will need to be created which is a purpose business account. No board members names will be connected to this bank account, it will only have a list of people who are authorised on the board. Lizzie is looking at setting up a new bank account online with The Corporative Bank.

Every board member will need to supply personal information to be added to the account and all members need access/authority. This is part of the requirements when setting up a business account.

Phyllis will come down to the office on Friday morning (18th October 2019) so she & Lizzie can call Barclays and make required changes, etc. Linda will be present during the phone call between Lizzie, Phyllis and Barclays.

Blase has suggested that the money could be split over two separate banks to reduce any risks going forward and noted it would take at least a month to close the current accounts and open the new accounts.

All board members are in agreement that the accounts are to be changed over from Phyllis to a business account with a matter of urgency.

Half year finance report:

- Overview of income expenditure for the co-op
- Majority of the income comes from the local authority – management and maintenance allowances
- SIB grant was given by the council for the office upgrade – most of the state repairs spend was for the office upgrade
- Expenditures spilt in to two categories:
  1. Repairs, cleaning, ground maintenance, bulk rubbish removal
  2. Overheads – office staff, fees, etc.

- Bottom line – Half year period the co-op has made a profit of £17,850.00, as to a year ago the co-op was losing money. A majority of the savings was due to the changes with the cleaners.

Audit: One outstanding issue: the financial procedures need to be read and signed by everyone on the board so the audit can be signed-off. Blase has updated the procedures to reflect that the co-op has been making bank transfer payments rather than cheque payments. The board has agreed to read and return the financial procedures by Wednesday 23rd October 2019. Lizzie to email to all members.

If the deadline is not met by any members of the board it will be taken as they have agreed with the financial procedures.

### **3. New Co-Op Rules**

Two sets of updated rules have been sent out to board members, the problem with the current rules is that they are outdated and no longer in line with the current regulations. It will take around two hours to go through the rule proposals and the clauses of the documents. When the board is happy with the two sets and which one they want to move forward with, a special general meeting will need to be held as the shareholders votes are required to change the rules.

Membership legally have to receive a full copy of the current rules and a full copy of the proposed new rules, they must all receive a copy via the post.

Currently Linda is the only board member who has memory of seeing the new rules.

Blase will send everyone a copy of the new rules.

Meeting for the new rules is confirmed for 6:30pm on 2nd December 2019. Blase will lead the meeting.

### **4. Planned Projects & Proposals**

Parking changes – Mary expressed her concerns regarding the parking at Wimbledon Park Court and what has been going on in the background. Lizzie confirmed there has been no further communication regarding this issue pending today's board meeting.

A resident from the Estate had contacted a local councillor and expressed their concerns regarding the carpark. A Proposal has been put forward by the resident and a councillor on how to amend the carpark, Celia then contacted the council regarding the proposal and how it could be funded. The council came back and said they would fund the full project. The funding is specifically for the car parking, this cannot be transferred to any other project.

It has been suggested that the carpark is opened up, which will create approximately two more carpark spaces and will create a one-way system rather

than having to reverse out onto a busy road. One grass area which isn't maintained will be tarmacked to allow people to drive straight out and left, this will bring cars no closer to the building than they currently are to the neighbour next door, the bike shed will also need to be relocated.

The project can not go any further until the council has agreed to the quotes which have been put forward to them, the council have said they will fund the project up to £50,000.

No further action will take place until the project is agreed in principle with the board.

Blase suggests setting up some regular meetings with the ward councillor as he is very active and will walk around the Estate with residents and discuss any concerns, etc.

Lizzie: There is one other project that is currently in the works, this will only affect tenants and it is a bathroom and kitchen renewal, there will be no cost to anyone on the estate and is an estate management issue.

## **5. Continuation Ballot**

The ballot is run by the board and the office must remain unbiased and as uninvolved as possible except for facilitating the vote. A newsletter will be sent out with some wording which needs to be approved- Mary would prefer the wording is sent out as it is and coming from the board as the whole rather than from the Chair.

The ballot has two questions:

1. Would you like the co-op to continue to run the estate?
2. Are you happy with the services?

Results should be back mid-November.

There are three sets of results:

1. Lease holder response rate
2. Tenants response rate
3. Combined response rate

The outcome is based on the tenant's response rate (this is the deciding factor), with the lease holder's response rate as a secondary factor.

Any away lease holders will have the Continuation Ballot sent to their away property address.

Continuation Ballot will go out on Friday 25th October.

Sue, Linda and Mary agreed to canvas the Estate.

Every person in the property will get their own separate vote.

## **6. A.O.B**

### **Gardens**

Linda requested if the gardeners could meet with the board so they could discuss some of the on-going issues around the Estate.

The gardeners are working their way through a long list of what needs to be done around the Estate. A lot of the work will be done over the winter.

If any gardening issues that are brought to the office staff's attention it is then sent onto the gardeners for action. Please make sure if you are reporting issues to the office staff, they need to know the exact location so this can be relayed to the gardeners.

**AGM 28th November 7pm**

**Meeting to discuss rule changes: 2<sup>nd</sup> December 2019 6:30pm**

**Next board meeting: 15th January 2020**