****Wimbledon Park Cooperative Board Meeting Wednesday 15th January 19:00

**Present:** Mary Cunningham (chair), Linda Stevens, Hugo Pastor, Sarah Stevens,

Kirsty Corcoran, Sue Lore, Craig Nicol.

**Apologies:** Martin Lore, Bernard Koudjo.

**Absent:** Phyllis Edwards.

1. **Last Minutes.**

Sarah corrected the minutes regarding Fire Safety issues. Wandsworth will cover the cost of any improvements needed in relation to the Grenfell Tower review.

The Mannigtree estate is run by the council remotely and has no on site presence.

Wandsworth Council do not contract out TMOs to private companies.

1. **Recruitment.**

Following discussions between Sarah Stevens, Blase, Lizzie, Kirsty, Hugo and Mary, it was decided that the job of Estate Manager should be posted on Total Jobs and Indeed websites. Costs were discussed and a ceiling of £300.00 was put on the cost of the advert. (Payment is made every time someone opens the job description.)

It has also been advertised on free sites such as Jora & Glassdoor.

So far 30 CVs have been received with 8 further enquiries.

Deadline for Applications is 5pm 24th January 2020.

Sarah will forward the job description to Lee Page, and Blase is going to forward it to his contacts.

Blase suggested that we should use a Job application form for candidates to fill in rather than CV’s. Mary is still waiting for an application form from him.

Kirsty made a suggestion that if we have a number of applications we could start with telephone interviews to reduce the number of face to face interviews needed.

Kirsty also asked Sarah if we had exhausted all the channels to advertise or if we had missed any opportunities. Sarah agreed we had done all we could.

Interviews to take place week commencing 27th January. We are looking at a starting date of Monday 9th March for the successful applicant, so having a week cross over with Lizzie before she leaves.

1. **Budget**

The proposed budget for the year ahead was agreed as it is in its present form having been updated to take out the garden maintenance contract amount.

Kirsty has asked Blase for a breakdown of figures for each individual contractor. He does not have these at present but will forward as soon as he does.

The figures he has provided are a best guess figure based on last year’s payments.

Going forward after the Rule Changes, Mary is looking to set out a five year budget plan looking at the on-going costs the cooperative is likely to incur as discussions were had around the on-going repairs to tenants flats and the need to refurbish kitchens and bathrooms and there is no money available from Wandsworth council as we’d expected. The project has been put on a 7 year hold.

Sarah was going to investigate whether there was any major project work due to take place in the near future on the estate.

Hugo asked if the cleaning contract was on a fixed term, Kirsty is to find out what the contract details are.

1. **AOB**

Mary informed the Board that Lizzie’s father had passed away on Sunday.

We all offer our condolences to her.

She is hoping to work from home on 16th & 17th January and be back in the office next week. Mary has assured her that she must take her time and do what is best for her.

Mary has discovered that the Banking system is not fit for purpose. When going to advertise the job of Estate manager, we did not have any way of paying on line. Kirsty had to use her own Bank Card to facilitate this, so she needs to be reimbursed as soon as possible.

Craig is still trying to find if he can off load the spare folders we have acquired after digitising our records.

Those that are free will meet at 15.00 on Saturday the 18th January to look at the CVs that have already come in.

Re: interviews, Mary is to ask Blase if he would be present to help with them.