**McCarthy Court Management Organisation (MCMO)**

**DRAFT**

**Minutes of Annual General Meeting (AGM)**

**7:30pm on Tuesday 24 July 2018 in the Community Room at McCarthy Court**

* Minutes prepared by Independent Minute Taker: Ms L Akpojiyovwi
* The meeting commenced at 7:30pm.

**In Attendance:**

June Barrett (JB)

Sarah Bradford (SB)

Ida Cohen (IC)

Steve Fisk (SF)

Tim Greenwood (TG)

Catherine Jones (CJ)

Kamila Klidzia (KK)

Anna Morton (AM)

Marie Martin (MM)

Nathan Sykes (NS)

Beverly Watson (BW)

Bea Zeigler (BZ)

**Apologies:**

Alison Forbes

Gary Gallard

Nathan Hook

Foday Kamara - Wandsworth Borough Council (WBC)

Junior Scarlett

1. **Welcome**

The Chair (IC) welcomed everyone. She offered an apology for any inconvenience caused for moving the AGM from 11th to 24th July. The meeting was moved to ensure quorum, as it clashed with England playing in the semi-finals of the 2018 World Cup on 11 July.

1. **Apologies for absence**

Apologies were noted as above.

1. **Minutes of the last meeting – 25 July 2017**

The minutes of the meeting held on 25th July 2017 were approved as a true and accurate record. This was proposed by SB and seconded by JB.

It was agreed that draft minutes would be sent out as soon as possible in future to enable everyone to read and send in necessary amendments before the next meeting.

1. **Audited Accounts 2017-18**

KK presented the accounts for the year ended 31 March 2018, which were prepared by auditors Simpson Wreford & Partners. The accounts included an income statement (page 6), which showed a loss of £1,080 because of extensive roof repairs. The accounts also included a balance sheet (page 7), and notes to the financial statements (pages 8 to 10).

The auditors stated that in their opinion, the financial statements gave a true and fair view of the state of the organisation’s affairs as at 31st March 2018.

All were in favour of accepting the accounts.

1. **Appointment of Auditors**

Accountant and auditors were changed for this year. It was noted that the auditors Simpson Wreford & Partners had conducted a thorough and satisfactory audit and produced the report in a timely manner. For this reason, the auditors were proposed for re-appointment.

All were in favour of the re-appointment of Simpson Wreford & Partners.

1. **Annual Report**

IC presented the annual report. Highlights of the report included:

* Flooring completed
* Paint purchased for walls (awaiting to hear from Community payback on when they can attend site)
* Skirtings on sub-landings to be replaced once redecoration of walls was completed
* Roof repairs to be addressed on an ad hoc basis until the roofs were renewed in a major works programme by WBC (scheduled for 2020/21). There will be a consultation for residents regarding this programme. Leaseholders will have to contribute towards the cost according to the terms of their lease
* All landlord lightings to be replaced with LED fittings by WBC in the year 2018/19
* The new gates on Stanmer Street (Bin rooms) were in operation and the codes had been issued to everyone. Residents who had misplaced the code could obtain this from the office
* Further to requests to have storage for bikes and buggies, MCMO was investigating having secure storage units built into the former boiler room. If plans for storage proceeds, bikes will no longer be permitted on any landings.

BW and BZ raised the following issues:

* Problem with lights by the garden
* Back door being left open
* Concerns regarding potential fire risk during this very hot summer from build-up of dry leaves within the premises

**ACTION POINT:**

* AM to investigate the issues raised above with a view to resolving these

Rents:

The Board had been discussing the possibility of handing back the rents to WBC. This was largely due to changes in the way Housing Benefit was now managed. The introduction of Universal Credit also means that there will be further changes in September 2018. The MCMO receives £1,770.00 from WBC x 52 to manage rents – residential and non-residential, along with an additional allowance for void rent and bad debt however, administration costs exceed that amount. In addition, MCMO must always pay WBC rent even when tenants have not paid potentially causing cash flow issues.

The hand back will include all tenanted council properties and non-residential units and will apply to rents only. Repairs and Maintenance and Tenancy Management will continue to be managed by the Co-op. There will be a reduction in allowances because of the hand back. However, this will be offset against the savings made on accountancy and staff time.WBC will start a process to inform residents about when the changes will start.

Complaints:

There had been no formal complaints in the last year. Some letters had been received raising several issues. These had been dealt with. MCMO will be discussing with WBC the need for a residents’ survey regarding living at MCMO and the running of the estate.

GDPR:

MCMO was adhering to General Data Protection Regulations which came into force on 25 May 2018. All data systems were secure and MCMO is registered with the Information Commissioner as required.

Internal Audit:

An internal audit was conducted by WBC this year. There were no major issues identified.

Gardening Committee

A small group of residents had formed a Gardening Committee with the aim of putting some colour on the estates grounds. Over the coming weeks, they will be planting climbers to mask the black railings.

1. **Election of Board Members**

All current committee members stood for re-election as follows:

|  |  |
| --- | --- |
| **Nominee** | **Proposer** |
| B Watson | I Cohen |
| N Hook | I Cohen |
| I Cohen | J Barrett |
| J Scarlett | I Cohen |
| S Fisk | J Barrett |
| A Forbes | S Fisk |
| J Barrett | N Sykes |
| N Sykes | J Barrett |
| S Bradford | I Cohen |

1. **Any Other Business**

IC thanked AM and KK for their dedication and hard work this year and thanked tenants and residents for their support. KK and AM thanked IC and the Committee for their hard work and contributions.

The meeting closed at 8.00pm

1. **Date of next general meetings**

Wednesday 12 September 2018; Wednesday 12 December 2018 and Wednesday 6 March 2019

Signed

Date

**ACTION LIST**

* AM to investigate problem with lights by the garden
* AM to investigate back door being left open
* AM to investigate build-up of dry leaves within the premises