**McCarthy Court Management Organisation (MCMO)**

**GENERAL MEETING**

**Tuesday 20th March 2018 at 19.00pm**

**In the Community room at McCarthy Court**

 **In attendance**

K Klidzia (KK)

 A Morton (AM)

 I Cohen (IC)- Chair, MCMO

Minutes prepared by independent minute taker: Ms Grace Noble

The meeting commenced at 19.05pm.

1. **Present/Apologies**

Present:

J Barret (JB)

B Zeigler (BZ)

S Fisk (SF)

G Gallard (GG)

T Boucher (TB)

A Newbury (AN)

M Martin (MM)

Apologies:

N Hook, A Forbes and N Sykes.

Meeting reconvened as initial meeting on Wednesday 28th February 2018 did not reach quorum of 10 people.

1. **Minutes of last meeting arising**

Minutes dated Wednesday 20th December were circulated two weeks prior in preparation for the initial meeting for Wednesday 28th February 2018.

No changes were made. The minutes were approved by JB and seconded by GG.

1. **Managers’ report**

AM briefed a follow up report with regards to the property with leakage problems. In the report there were a total number of 8 cases of damp and condensation, where all but 2 have been visited and is included in the report. AM stated that 1 resident has written to the MP with regards to issues in the property and a full investigation and response has been returned.

Community payback have confirmed that they are willing to carry through with corridor repainting project. This will be split over 1 day a week resulting in the re-paint to take longer than usual. Paint will have to be bought and have decided to go with a company called ‘Community Paint’ who re-sell paint at a lower cost.

AM announced that a complaint monitoring form will be introduced and can be completed per request. Any complaints made will be reported to the office and shared with the committee through the Managers’ report. So far there has only been 1 complaint. Complaints will be kept on record every 3 years.

AM acknowledges the plastic strips between the corridors and floors were perishing and needs replacing. Depending on the budget A Morton announced the plan to replace all plastic strips during the painting project.

Wandsworth survey electrics 2017-2018 lighting in communal areas will be upgraded to LED fittings which will allow the Coop to save on electricity bills.

G Gallard inquired with whom the roofs responsibility was as the re-roof project is scheduled to take place in 3 year’s time in 2022. AM clarified that the responsibility of the re-roof belonged to Wandsworth council, but MCMO are prepared to do patch repairs for the time being. AM confirmed that MCMO have been given an allowance to carry out repairs. No specifications have been given from Wandsworth council, but have confirmed that the project will be managed by surveyors provided by them. Until then residents are advised to report any roofing issues to MCMO management and will patch up until the project commences.

1. **Finance Update**

Block costs, block repairs and maintenance- There is an apparent deficit of £5540.18. However, a refund from WBC of £3700.00 is still pending which will help reduce the deficit. There have been a few overspends on estate repairs and from replacing the communal floors which has added to the deficit, however there are no items of concern in this area.

Staffing

There is a surplus of £3177.02 due to annual leave that have not been used by staff, this is available till the end of the year to use up. The surplus has also come from the staff training budget that has not been used up for the year.

Management and Services

Overall surplus of £5455.21 due to a few small over spends and underspends but nothing of concern. Final surplus will show will show a total of £6792.05 which will be used to purchase the paint and materials in the communal area painting.

Tenant only costs

There is a total surplus of £9922.68 in this area. Only areas showing overspend are the costs for the garage door replacement and the kitchen replacement that was needed unexpectedly.

There are a few projects such as a bathroom that requires work in one of the flats which will come out of this budget but intend to end the year on a health surplus.

1. **Budget update**

The budget update is written based on the expenditure from June 2017, some budgets have been reduced and adjusted due to not being used during the year and put into more costly budgets.

Block cost

* Drain clearance contracts have not changed as they cost the same each year.
* The most expensive section in the budget is based on the ‘block cost’ as there are a number of repairs that are still pending, this budget includes block cleaning materials for maintenance.
* The budget for Block/ Estate repairs and Maintenance has been adjusted in some areas and lowered from £28,735.13 to £19,665.84 in the next year.
* 2019 lighting is scheduled to be replaced by Wandsworth council, but a budget has been put in place in case any emergency replacements are needed.
* roof contract and repairs were highlighted as having no cha processing annual contract and seeking new contractor
* Emergency patrol contract set by Wandsworth council was highlighted to having no change in budget as MCMO does not hold control over budget.

Staffing and Office contractors

* This section of the budget shows the breakdown of all salaries and NI and pension schemes based on all staff, cover and annual leave.
* The budget for staff recruitment was highlighted as removed for the next year.
* Staff training budget has been lowered due to Wandsworth council already providing training such as Health and Safety.
* Budget for office costs and office management are fixed and have no change.
* HR- and Health and Safety provided by Peninsula which an annual contract is renewed- MCMO looking to renew contract as they have been working with Peninsula for the past 5 years.

Tenants only

* Bad debts have reduced considerably due to AM chasing debts.
* Garage repairs and labour materials has had a considerable increase for next year.
* The Rent Software Support was clarified to be a 25 months contract and has been increased from £413.64 to £500.00.
* Overall in comparison of this year’s budget to next year’s budget has lowered significantly from 2017-18 £107,961.15 to 2018-19 budget of £91,844.62.

2018-2019 budget approved: JB, second approved BW

1. **Small improvement ideas**

GG presented the idea of planting jasmine hedges along the railings around the estate. It was agreed that AM would look into the costings of the potential project which will be taken from the gardening budget. AM to put costs together and present in the next meeting.

An alternative suggestion made by G Gallard were to incorporate hanging baskets around the estate; AM stated that MCMO will need to get permission from all ground floor residences to get the water supply from their floor. AM will look at water solutions and budget for the gardening club.

Date for the gardening club had not been agreed- once decided, dates will be circulated for residences.

1. **AOB**

AM brought up issue regarding the fire door compliance. It was explained that leaseholders hold the responsibility to conduct their fire door inspections. An issue was raised that leaseholders were not qualified to conduct these inspections, so was agreed that AM will carry out fire door inspections.

**DONM:** Annual General Meeting 11th July 2018

Meeting ended at 20:05pm.

**Signed:**

**Date:**