**McCarthy Court Management Organisation (MCMO)**

**GENERAL MEETING**

**Wednesday 10th October 2018 at 19.00pm**

**In the Community room at McCarthy Court**

 **In attendance** K Klidzia (KK) A Morton(AM) F Kamara (FK)

The meeting commenced at 19.30pm.

1. **Present/Apologies**

Present:

J Barrett A Sykes N Sykes I Cohen N Hook R Earley

Apologies:

B Watson S Bradford J Scarlett A Forbes

Meeting reconvened as initial meeting on Wednesday 12th September 2018 did not reach quorum of 10 people.

1. **Minutes of last meeting arising**

Minutes were circulated two weeks prior in preparation for the initial meeting

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

1. **Managers’ report**

Leaks are still dominant on the estate from the roofs so we will do them on an ad hoc basis

Bulk rubbish is accumulating large on the estate it is costing the Coop a lot of money to dispose of the bulk and I’m looking at trying to get a new company to do this although there are not many places willing to come to see and just redirect me to their website for weights

Banking with Barclays has been sorted and we are now fine to do the online banking

I have emailed WBC to inform them that we wish to hand back all the residential and non -residential rent accounts I’ve received an email today from WBC asking for a letter from the Chair to clarify this, as Ida is away I will draft a letter and ask the vice chair to sign

We have had a new cleaner in situ for the last couple of weeks as Mounir has been away and I have had very positive feedback from a lot of residents

We secured the SIB with WBC for gardening equipment and Bea Zeigler volunteered to take me to Homebase to purchase the equipment, we were unable to get everything however what we did get was a good proportion of it and the bill was £164.61

 I also instructed one of our contractors to install a tap in the garden for the watering of the plants and lawn which has now been done

I’ve been getting quotes for the gardening, gas service and jetting of the drains for block 43-78 and I’m waiting for one more for gardening (it seems that gardening is the same as Bulk rubbish that they redirect you to their website at an hourly rate which is not what we require as we don’t know how many hours the works would take) and one for the jetting. I have the three for the gas servicing I would like to get that started ASAP and to terminate the contract with Logical Heating & Plumbing

I am trying to get a newsletter together for all residents Foday kindly sent me a template but Im having problems with inserting our news on it, if anyone has any experience in doing this I would really appreciate some help.

The intercom for 1-42 on Shuttleworth Road keeps dropping out saying “No power supply” although there is power to it and I have to keep going to reset it, I had a new contractor out this morning and he has clarified that power is there however he is getting in touch with the supplier and it looks like the mother board has given up. He is going to get back to me with a quote for renewal.

1. **Finance Update**

Block costs, block repairs and maintenance-

There is an underspend of £4473.12 this is mostly due to a focus on minimising costs through the first half of the year in preparation for the required weeks in the colder months the drain flushing has been completed but not yet billed which will bring down the surplus slightly. Additionally we have not yet paid the annual emergency patrol contract fee of £2000

Staffing

There is a slight deficit of £837.49 due to requiring the services of our previous accountant alongside the new contractors for a smooth handover. There were additional issues with access to the bank accounts which meant we required further assistance which was chargeable

Management and Services

There is a surplus of £2989.85 on these costs however we are waiting for an invoice for the office rent for August and September as this has not been paid

There are no concerns in the area the only significant overspend is the auditor as we have paid the full amount in advance however this will even out over the year and will not be overspent by the end

Overall there is a surplus shown of £6625.48 leaving us in a good financial position moving forward into the third quarter

Tenant only costs

There is a surplus of £354.25 in this area. Works were carried out to a void property plus one bathroom refurbishment which caused a severe leak into the garages below.

There is no major expenditure expected in the coming months so we will continue to monitor this area and ensure that all emergency and reactive repairs are completed within the budgeted amounts

**5.Small improvement ideas**

Bollard for the garage areas as visitors to residents on Banbury Street keep blocking access to the garages under block 1-42

Metal storage for the old boiler room (AM) to check costings

**6.AOB**

(AM) to check main gate and fit seals to see if it will help with it closing softer

(AM) to see if we can fit a catch to secure a wheelchair

**DONM:**

12 December 2018.

Meeting ended at 19.50pm.

**Signed:**

**Date:**