**Minutes of**

**McCarthy Court Management Organisation**

**Annual General Meeting**

**9th January 2023**

1. **Present**

Bea Zeigler, June Barrett, Nancy Sykes, Heidi Vapreev, Sarah Bradford, Janet Lye, Raymond Ho, Alba Lamce, Tim Greenwood, Allen Newbury, Gary Gallard, Anthony Skyes, Anna Irwin Iles, Jean Lelion, Beverley Watson.

Kamila Klidzia (Treehouse staff), Rhuna Mackay (Treehouse staff)

1. **Apologies**

None

1. **Minutes of the meeting dated 31/08/2021**

The minutes were proposed as a true and accurate record by SB, seconded by NS.

1. **Annual report**

 **Finance**

Income was slightly lower than budgeted as other income is an estimate. All other income was as expected.

* Block costs had a surplus of £106.68 with expenditure as expected.
* Estate costs also ended with a surplus on £3737 due to savings on drain clearance and general estate repairs.
* Staffing and office costs are in surplus of £2412.96 due to no recruitment or training being required or available for the year. Additionally, we have no directly employed staff and are billed in arrears for contracted staff.
* Management and service costs show a surplus of £1897.90 as some costs are not due yet.

Overall, there is a surplus of £8154.54 on service chargeable costs although some of this is already accrued but not yet spent.

Tenant costs show a deficit of £6550.94 due to a new kitchen being billed this year instead of last when it was planned in for. We have tried to have this amended in the accounts but they could not be amended once produced. The deficit will be recovered from the income and expenditure reserves in the normal way.

**General repairs and maintenance**

Gardening – Currently low season so visits are less frequent. Quotes have been received for the retendering of the contract so we will move on to a new contract likely from April 2023.

Cleaning – Ronnie is our current cleaner from Aura, he has only started today but has had a full induction so we are confident he will soon be an asset to the team. He will be closely monitored by us and by his manager at Aura. As with the gardening, we have received quotes for the contract and will be looking to move onto the new specification from April 2023.

**Major Works**

The roof works are ongoing and the latest progress report states the following:

**Block 1-42**

Roof covering is complete, Langley have inspected and there a few snagging points which are being addressed.

Roof lights are completed and have been water tested.

The metal boxing for the ventilation unit has been replaced.

Handrails are being installed w/c 9th January and should be completed within a week.

Balconies are progressing and there are approx. 5 left to do, plus the larger external communal areas.

Brickwork repairs have begun, it has been cleaned and mortar removed – works must take place alongside the balconing waterproofing.

The doors to the tank rooms have been replaced.

**Block 43-78**

Roof covering is complete, Langley have inspected and there a few snagging points which are being addressed.

The metal boxing for the ventilation unit has been replaced.

Handrails are complete

All balconies are completed except for those with coverings which are in dispute.

Brickwork repairs have begun, it has been cleaned and mortar removed – works must take place alongside the balconing waterproofing.

The doors to the tank rooms have been replaced.

There is no revised completion date

**Crime & Antisocial Behaviour**

We continue to monitor goings on at the rear of flats 73/75. Since we have installed our ring doorbell, there have been no incidents in this area.

There has been a rise in antisocial behaviour in the garage area, doors are being left propped open which is allowing access non-residents. We had an incident recently where someone set a fire in the garage area, a break in to a garage and several incidents of fly tipping.

We do have access to the Councils control room where we can view footage from the cameras and now have proof of the person who is fly tipping, they have not yet been identified but we continue to work on this.

We are also making sure we are checking all doors are closed and locked on a daily basis and ask residents to assist us in removing any objects which are preventing doors from closing correctly.

**Admin**

We continue to work through the occupancy checks and front door checks. If you have not yet been visited, you should receive a letter by the end of the month asking you to book in.

We have recently completed a records inventory following the archiving we undertook last year which has helped us to ensure we are compliant with our data retention policy.

1. **Approval of Audited Accounts**

KK summarised the accounts noting that the organisation ended the financial year 21/22 with a surplus of £1026.

GG queried that the audited figures do not match the actual figures from the draft budget and KK explained that the draft budget is produced before the end of the financial year so the final figures are not known however any resident is welcome to access the final documents and meet with KK to discuss any queries.

The accounts were proposed by JB and seconded JL

1. **Approval of Auditor**

KK noted that the current auditor Simpson Wreford Partners have worked with us for several years and continue to perform well, however the contract is due to retender which will take place in the summer of 2023.

NS proposed that Simson Wreford Partners are reappointed for this current financial year which was seconded by SB and all were in favour.

1. **Nomination of Management Board**

All members of the current board stood down and stood for re-election as follows:

Jose Berg

Anna Erwin-Iles

Nancy Sykes

Sarah Bradford

Abi Sowumni

Junior Scarlett

Charles Joly

A new nomination was received from Olga Gabriel Simpson.

GG proposed that the above named nominees are appointed as the Management Board until the next AGM. This was seconded by TG and all were in favour.

1. **AOB**

RH queried when leaseholders would be billed for the current roof works and KK advised it would be between October-December 2023.

SB queried the increase in service charges. KK advised that approx £100 per leaseholder was due to a reconciliation error by the co-operatives accountants which was rectified in the year 21/22 and the remainder was due to ‘block repairs’ completed by the Council. The office has requested a full breakdown of the works and associated costs with a view to querying whether these should have been recharged as the Council were made aware of the need for a full replacement in 2017 and the delay in completing the works was down to them.

Further information will be shared as it is received.

JL asked for hose storage to be facilitated in the concrete structure outside flats 1 and 3 – this was approved and the office will organise.

GG expressed concern that the website was not being updated and that minutes were not being circulated within 14 days of the meeting as previously agreed. This will be actioned by the office immediately.

Meeting closed 20:50