

MINUTES

Maunsel (Fourth Co-Ownership) Housing Society Ltd Annual General Meeting 2017

Held at Notting Hill Methodist Church Monday 13th February 2017 at 7:30PM

Present: Judith Blakeman(JB), John MacArthur(JM), Hilary Arnold(HA), Chris Bushell(CB), Sonia Watson, Kirsty Malcolm(KM), Joanna Campling, Sarah Collison, Carlos Lock, Bob Larkin, Yoko Kudo, Anna Gardiner, Basia Kapp, Shirley Ainger, Stephen Swarray, Stephen Smith, Rick Armiger, Kirsten Tormod Pederson, Russell Mulchansingh, Sarah Edwards, Gillie Evans, Murray John(MJ), Rick Fisher, Kirsten Kitchen, David Kitchen, Billie Dainton, Dominique Van Roey, Andy Muldoon, Ana Muldoon(AM), Ben Gladstone(BG), Philippa Collie Cousins(PCC).

Guests: Marie Travers (MT) - JMW Barnard Management Ltd; Olivia Cox – Minute taker.

		ACTION
1	Apologies: Georgina Brown Denise Heywood Laurence Dorman(LD) Shahraz Razzaq & Kerstin Razzaq Cerys Matthews (CM) Jennifer Jeffrey Beverley Stanford Josh Burrill Janice Gabriel Richard McDougall Claudio Napolitano Andy Woodford (AW)	
2	Minutes of the last meeting - circulated, read and agreed.	
3	Chairman's Report	
4	Accounts for year ended 30 September 2017	
5	Treasurer's Report & Future Expenses	
6	Appointment of Auditors	
7	The resignation and re-election of existing members	
8	Management	MT
9	Garden	HA, MT
10	AOB	LD

3. Annual report

JB introduced the annual report and explained the key issues, including re-surfacing of Square entrances, with thanks to LD. JB announced that the Garden Squares Weekend was a great success and that the garden assistant, Simon, has left the square. The community kitchen garden was a great success. The summer party and fireworks display this year also a great success. Christmas lights were arranged by JM. Drug dealing at entrances seemed less prevalent this year. The Methodist church has a new minister. Finally, a huge record of gratitude to Joanna for her hard work sorting through the archives previously stored at Shurguard, saving money for the Square.

4. & 5. Accounts for the year ended 30th September 2016, Treasurer's Report & future expenses

JM as Treasurer read the responsibilities of the Residents' Committee as laid down by Statute and stated in the Published Accounts. Copies of the Audited Published Accounts were given to each attendee to read at their leisure and as in previous years JM had prepared an Income and Expenditure schedule.

JM then presented this schedule comparing the Actual Income and Expenditure for the 2015/16 Financial Year compared with the Budget presented at the AGM in February 2016. The schedule was in three sections: Income; Administrative & Operating Expenses; Repairs & Cyclical Maintenance.

The Budgeted Cash Balance at 30th September 2016 was £217,947, whereas the Actual balance was £258,401. The gain of £40,454 over Budget was due to several factors: resurfacing of the Lancaster Road and Church Entrances delayed until 2016/17 financial year giving a gain of £35,000 over Budget; gain from £18,200 clawback from the sale of no. 5 which was unbudgeted; £4,069 less on roof maintenance than budgeted; off-set by a £10,640 additional spend on Garden Maintenance; £6,650 unbudgeted spend on perimeter fence maintenance; £7,330 on pedestrian paving, comprising £5,000 Budgeted in 2104/15 but invoiced in 2015/16 plus £2,330 for additional work leveling paving to Maisonettes.

Turning to the Budget for 2016/17 there were two major items: £10,000 for re-siting the communal drain at no.34; £32,000 for resurfacing the Lancaster Road and Church entrances. Giving a budgeted deficit of £24,545 for 2016/17.

JM also presented a Forecast for 2017/18 with no major expenditure resulting in a surplus of £26,814. The Service Charge will be held at £180/month for the next year but is likely to increase in early 2018 as post-Brexit inflation takes effect. The Forecast for 2017/18 was based on a Service Charge of £200.

The Auditors require us to prepare a longer-term projection of Income and Expenditure which includes external redecorations of £220,000 and £240,000 in 2020/21 and 2027/28 respectively plus additional costs for project management.

From a question from the floor from CB, JM explained the roofs would need to be replaced at some point and there is £780,000 in the forward projection for 2031/32. A large element of the roof work would involve replacing the 40 skylights (Velux windows). The skylights were all replaced 4 years ago and have at least 20 years life. JM's recommendation is to keep an eye on the roof repair spend over the coming years and constantly monitor the state of the roofs.

A stray figure of £6,799 against Velux window repair / replacement was spotted from the floor. JM will look into it and report back,

JB thanked JM. The report was accepted by the floor.

6. Appointment of Auditors

MT asked residents whether they were happy to continue with GMAK, the current auditors. MT proposed to continue with GMAK. It was agreed that GMAK should be re-appointed.

7. Resignation and re-election of committee members

MT explained to the floor that each year a third of the committee must resign and (if desired) stand again for election. These were: AW, BG, JM, LD, PCC, MJ. AM wishes to join the committee. AW doesn't wish to be re-elected. All others were re-elected, along with the election of AM.

8. Management

It was unanimously agreed that that JMW Barnard be appointed as Managing Agents for a further year. JM thanked Marie Travers and all the JMW Barnard for their hard work and efficiency.

MT told the floor they should feel free to contact her on any matters. The floor thanked MT and reported they were satisfied with prompt replies.

9. Garden

HA explained that gardens went over budget. Money was saved on plants and tree work but too much was spent on maintenance, because Simon was hired to replace Thomas. HA foresaw this as being a cheaper option but it became more expensive. Simon was wanting a full-time role, which wasn't appropriate. Simon has left the square to move to Wales. HA has since received a letter from him thanking the square. Thomas has also requested a return to the square. Thomas operates on a different vein to Simon, and will only work when HA asks him to. Reg also still wishes to work. HA hopes that a lot less will be spent this year, by using Thomas.

HA reported that the kitchen garden was a great success and they are about to do this year's planting. HA will put notices up on noticeboard in case anyone

wishes to help. HA encouraged the floor to pick vegetables to take for their own use as last year there was a bit of a surplus. MT to send round an email to this end.

HA also reported that the square produces their own compost. HA asked that no-one adds to the compost as it is so difficult to police. Communal bags for cuttings will be removed. HA explained that outside her house in the porch are several white bags for communal use. Bags should go behind number 30, and they will be replaced after they are collected every other Wednesday at 8am. HA was thanked.

KM reported that Reg asked if there could be a heater in the shed. HA explained that it would be very dangerous to have a heater in the shed.

10. AOB

(i) Bike shed – CM has proposed a bike storage shed. MJ explained that there is a gap between the church and the end of the block and it is wide enough to house a bike storage shed. JB explained that they are in discussions with the church about changing the right of way. MT asked for a show of hands for how many bikes there might be. 25 possible bikes.

KM noted that she would require some sort of buffer between the shed and her wall as it is very noisy.

(ii) BG reported that when he is away he lets his house out through an agency (Host Maker). Someone booked for four nights from Friday and they had done an identity theft on Airbnb. They had a huge party. BG believes it may have been a professional party organizer. The response is that photo ID will now be checked when people arrive. BG will also stop any instant bookings from coming through. Anyone under 30 and very short-term bookings will be watched very closely. BG to write down all these points to give to MT so it can be distributed to all residents who might be considering short-term lets.

(iii) CCTV – Someone got their car broken into over the weekend. BG to trial the CCTV with MT to see if it deters people. Last year two quotations were obtained but there would have been a lot of wires etc. BG and MT had spoken about trialing a wireless system, depending upon internet speed.

(iv) Bollards – LD is dealing with the bollards being moved back so as to allow two people to park in the space, and also make maneuvers easier.

(v) The gate – KM drew attention to the broken gate beneath her window. HA reported it is being replaced by one large gate.

(vi) There was a discussion about foxes and the damage they are doing to the garden. JB said she would see if the Council still has its leaflet on living with foxes. As they are protected it is difficult to discourage their activities.