

Maunsel (Fourth Co-Ownership) Housing Society Ltd.
AGM held on Tuesday 27th February 2024 at 7.30pm @ Bay 20

Present: Rachael Vick (RV), George Tormod Little (GTL), Judith Blakeman (JB), Elspeth Williams (EW), Jean Rossignuhm (JR), Sophie Burt (SB), Kirsty Malcolm (KM), John MacArthur (JM), Shanti Patel (SP), Shahrzaz Razzaq (SR), Carlos Lock (CL), Sarah Edwards (SE), Mark Goddard (MG), Yoko Kudo (YK), Robert Larkins (RL), Bella Murray (BM), Andy Woodford (AW), Sarah Collinson (SC), Basia Kapp (BK), Hilary Arnold (HA), Gillie Evans (GE), Jessica Lamb (JL), Ben Lamb (BL), Cerys Matthews (CM), Russell Mulchansingh (RM), Chris Bushell (CB), Sonia Watson (SW), David Kitchen (DK), Billie Dainton (BD).

Guests: Ray Powell (RP), Marie Travers (MT), Olivia Cox - Minute Taker by recording

1	Apologies - Jen Jeffrey, (JJ) Philippa Collie Cousins (PCC), Denise Heywood (DH), Sarah Jan Fairey (SJF), Stephen Swarray SS (proxy Basia Kapp (BK)), Claudio Napolitano (CN), Rick Fisher (RF) (proxy John MacArthur (JM)), Richard McDougall (RM), Laurence Dorman (LD), Georgina Brown (GB), Olivia Burt (OB), David Barrable (DB) (proxy Hilary Arnold (HA)), Murray John (MJ), Richard Victoria (RV), Sarah Robertson (SR)	
2	Minutes of the last meeting - Circulated and agreed upon	
3	Annual report	
4	Garden update – presented by Ray Powell	
5	Accounts for Year ended 30 September 2023	MT
6	Treasurer's Report & future expenses – presented by Andy Woodford	
7	Appointment of Auditors	MT

8	The resignation and re-election of existing Members	MT
9	Management	MT
10	Any other business (i) Roof survey proposal (ii) Drainage (iii) Communications	RM, MT

3. Annual report - RL presented the annual report. RL explained that the Bridge House development was proposed and withdrawn after a deal of objections (24 first time round. 49 objections second round). There will be an open gardens square on Sun 9th June 2024 - RL invited baking and manning of booth stalls. RL raised problems re communication within the square and between the committee and co-owners. The annual garden party was a success with good weather, and will be held again in September in 2024.

4. Gardens update - RP explained that he and Ron have worked in the square since 2021 and enjoy working in WS. They have been initiating cost-saving measures, e.g. they have constructed two large compost bins for autumn leaves, there has been virtually no planting for 2 years. They will continue to use money-saving measures and are happy moving forward with a small budget but their fear is that the garden is becoming depleted in certain areas, which will have a growingly significant impact on the appearance of the garden. RP would like to address the muddy the entrance close to no. 26 - his suggestion is for a small number of paving stones. Ray can provide a mock-up for approval using slabs already in the square. RP noted that residents' watering of the garden has been invaluable. The square thanked RP and Roy for their on-going hard work. RL wished to ask the square if anyone would like to donate a plant or shrub. DK raised maintenance of the parking bays and mentioned that the furthest parking space has a massive amount of leaves and rubbish. RL confirmed that this will be dealt with.

5. Accounts - Accounts were circulated on Monday. JM passed on a question from RF regarding page 13, which lists debtors, which has gone down. RF wonders whether this is non-payment, or people who haven't brought their standing order up to date. MT confirmed that this is a bit of both. One person is in larger arrears but they have confirmed they will be settling this and MT will update AW when this happens.

6. Treasurer's report and future expenses - AW wished to thank JM for his support in the budget. AW explained that the biggest change to the new budget was to make the process of being treasurer as easy as possible and enable any square member to take on the role, without the need to have someone who is a specialist accountant. There is no longer the requirement for manual updating from the ledger at the end of each year. The process of reaching actuals is now automatically added up, which makes the role of treasurer much more simple. AW suggested looking for a person to take on the job for a year at a time. AW explained that they took last year's

budget (note: this didn't have a forecast) and took an inflationary increase across the board to allow for increased expenditure across all categories. Budget from tree works has been re-allocated to the garden. MT told the AGM that at the last committee meeting, the choice of the carpet, underlay and matting was circulated. However, this decorating work will not be done this year. RL is concerned that this carpets brief suddenly was enlarged to include things other than the carpets, which was deemed unnecessary. The only expenditure that was going to be undertaken was the carpets, which are part of the circular replacement. AW reflected after the committee meetings that there is the possibility of spending £27,000 very quickly. Given the problems with current expenditure, RL advises caution. RL also raised the problem with the clawback fund, which he sees as dangerous as it gives a false sense of security. AW confirmed that there isn't an amount signed off yet for carpets. The other thing not yet allocated is the roof survey cost, and the cost of any drainage works. This will impact the forecast costs. HA raised plans for service charge. AW noted the previous £50 increase. It was decided that if the service charge increases this should be annual, with a baseline increase based on inflation. AW suggests this happens at the same time as the financial year, which would be in September. RPI has decreased over the last 6 months. AW suggests an agreement on an RPI annually. HA asked that the square be informed well in advance. There will be a longer-term projected forecast added to the reporting. Based on the current forecast there is £37,000. There is a reserve of £86,098, and clawback of £46,500, which makes a total of £132,598, plus surplus. Planned externals are 5-6 years from now, so MT highlighted the need to build-up reserves. The costs of the re-decs last time around was around £240,000. CM raised that some people have factory finish windows that don't need regular painting, which might be a way of reducing costs. AW summarised that the aim of the new reporting is that this is open, transparent, and available for everyone to see the current finances of the square and how this will pre-empt / be impacted by service charge changes. RL noted that there was a report by Mark Alexander detailing which properties needed work.

7. Appointment of auditors - MT explained that this is a formality to re-appoint the same auditor. No objections.

8. The resignation and re-election of existing Members - Ben has chosen to resign from the committee this year. BD, DVR and RL will resign and stand for re-election. Confirmed and re-elected. RL informed the square that there are a couple of people wanting to join the committee. MT confirmed that there are currently 16 committee members. Less one so down to 15. The committee can be slightly greater than 15, but no lower than 9.

9. Management - MT explained that she always tries to be as open and transparent as possible and has been working with Wesley Square for 10 years. The square thanked MT for her hard work.

10. AOB

(i) Roof survey proposal - MT told the square that at the last committee meeting it was decided that this was a large amount of money to go forward with so it was decided that MT should approach every single Co-owner for their feedback. MT feels that she has gained a good overall response. 20 yes, 1 yes if necessary, 14 no, 4 happy to go with majority, 3 undecided, 6 no response.

A brief explanation of the roof survey proposal was provided. There was an emergency meeting regarding the roof, and it was agreed that a survey was a good idea to get an expert opinion to provide clarity. MT explained that she approached 6 surveyors for a fee proposal for a roof condition report. Following that it was decided a more forensic-type report would be a good idea to ascertain how much lifespan there is in the roof and projected costs. Two more surveyors were approached. The chosen company goes into greater depth and will be more comprehensive. The aim of the survey is to be prepared for any future costs and potentially to start budgeting for these, to avoid a big lump sum if there was a sudden need for a new roof. MT reported a recurring issue with a skylight and tiles on a property. Opinions from roofing contractors isn't considered fully comprehensive. There have been about 6 or 7 different leaks since the last re-decs. RL raised that the removal of moss and the suppression of moss is very important in terms of maintaining longevity of the roof and tiles. If this builds up, this will expand and crack the tiles. It appears that the roofers were not doing moss removal. MT confirmed that the contractors did moss removal at the last exterior works, but the roofers did not. There is a risk with jetting the moss that water will be forced into the joints. There is a preparation that can be applied to the roofs that suppresses moss. This hasn't been done. RL believes preventative measures should have been taken. MT confirmed that a survey will be able to recommend ways to prolong the life of the roof. At the end of December every year, the gutters and outlets are cleaned and moss is removed. MT confirmed that the travel expenses have been halved since parking will be provided free of charge by WS. Kirsty added a vote of yes, bringing total of yes to 21. Roof survey to go ahead.

(ii) Drainage - MT raised the issue of climate change and consequent risk of flash flooding. MT suggested keeping gardens concrete-free to allow water to drain. RM spoke with Thames Water who were surprised that there was no mitigation against surface water run-off, which is happening more and more frequently. The north side of the square is more vulnerable to this due to the way the ground slopes. Dropped doorways to the maisonette is also an issue on the South side. There are no non-return valves on the pipes, which is a risk for the entire square, not just the lower properties. RM suggests an independent assessment and strategy for flood mitigation in the square, and has a proposal. One strategy would be to have a French drainage system that follows paths going from lowest topographical point. This would be an inexpensive project. For materials RM estimates this would cost around £4000-£5000, plus labour costs. So total around £15,000-£20,000. This would be for all three sides. HA suggests everyone lifts on stone in each garden if it is paved. CB suggested reaching out to the council about their drain maintenance programme. RL thinks drains further afield should be looked at, as they are regularly blocked. CM asked if MT

had got in touch with Thames Water. MT has, and they said there is no problem with the drainage in Bartle Road. RM & MT to work on this together.

(iii) Communications - AW wanted to get people's feedback on the flow of information around the square, and input on whether there is a way of communicating better. Currently, the main resource is the website. AW believes that any discussions and emails between the committee should be accessible for everyone to see. When RV was chair there was a dedicated WS email. RV confirmed that she has offered this to be passed-on to RL since he took up the position. RL wished to raise the point of principle that some co-owners and residents have formed a group, independent of the committee. His concern is that someone in this group may be on the committee and may be reporting back to this group. MT told the square that the WS whatsapp group was set-up to try to divert some of the queries that get sent to her unnecessarily (e.g. mattress going spare / asking for cleaner recommendations). It was suggested there be multiple different WS groups. CM put forward Bella's idea that there is a reservoir on email passing on information from committee meetings, allowing all co-owners to add input. BM added that she wanted to include renters in this pool. RL suggested investing in decent microphones and equipment to enable people on zoom to be able to hear what is going on. It was raised that there are some people in the square not as involved (e.g. not attending the AGM / not joining the Whatsapp group). Question raised how to encourage those people to be more active. BM raised the issue of GDPR in sharing people's email addresses. MT has a list of all owner & renter's email addresses.

CB raised the defib, which is now housed in the red cupboard on the right as you approach number 38. There is also a new first aid box next to it. There is no sign so as not to encourage use from people who don't live in the square. The box isn't locked, which is potentially an issue to be raised at another time.

CCTV was raised. There was a discussion prior to the AGM regarding putting-in an additional two cameras due to fly tipping and other anti-social behaviours going on around Bartle Road. The cost of this additional equipment and installation was passed-on. There is a cost to the square involved in getting fly tipping removed. MT reported that this usually is around £100, but sometimes a little bit more.

SE asked if carpet fitting was going ahead. This was agreed. MT to provide information on quality on the carpets proposed.

SC asked if someone would take over the vegetable patch.