

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD
Minutes of the meeting of the Management Committee
Held on Monday, 9th November 2015 at 39 Wesley Square at 7:30pm

Present: Ben Gladstone (BG), John MacArthur (JM), Kirsten Tormod Pedersen (KTP), Sarah Collinson (SC), Laurence Dorman, Judith Blakeman (JB)

Guests: Anna Gardiner (AG), Marie Travers (MT), Olivia Cox – Minute Taker,

		ACTION
1	Apologies for absence – Basia Kapp (BK), Denise Heywood (DH) , Hilary Arnold (HA), Jennifer Jeffrey (JJ), Philippa Collie Cousins (PCC), Kirsty Malcolm (KM).	
2	Minutes of the last meeting – circulated, read and formally agreed by the committee.	
3	Update re: resurfacing of Lancaster Road and church entrance	LD
4	Subletting update	MT
5	Financial summary of last year's expenditure and a draft budget for 2015/16	JM & MJ
6	Proposed date for the AGM	MT
7	AOB	MT

Update re: resurfacing of Lancaster Road and church entrance – LD noted there has not been a huge amount of change since he has returned. MT informed the committee that she has written to everyone notifying them of the works, and that the hold-up is the necessity to inform everyone of the company who will be carrying out the works. MT summarized the quotes to the committee. 4 have been received for quotes for resin bound. Of these, 2 refused to quote for the retractable bollard, on the basis that they tend to fail as they get waterlogged. LD to push Oakleigh Manor for a quote for both resin and asphalt. MT will also chase Oakleigh Manor. The committee hopes to make a decision once that quote is in. After this, MT will consult with everyone – and instruct 30 days later. Actual action will be held under better weather in Spring.

Subletting update – MT explained that, at the last meeting in September, PCC presented a 'letting in Wesley square' document. This has since been tidied up, in order to be presented at the AGM next year. One of the points that MT was clarifying was how much per year a co-owner can rent to a lodger tax-free. MT sought clarification from

building insurers, and found that the type of building insurance at Wesley Square means co-owners don't worry themselves about length of time for a rental. So if someone wished to rent short term, their building insurance wouldn't be affected - although the committee would recommend they get extra landlord / contents cover.

The committee recommends a minimum renting period of 7 days, and maximum of 31 days (31 days maximum is a legal requirement). MT to clarify wording in the Wesley Square document that it should be the same tenant for 7 days. MT explained that a new law came in in May which meant that local authorities were allowing short term rentals / holiday let for a maximum of 31 days in the year, without requiring planning permission. AG recommended that the committee pay for the clarification document to be formally drawn up by a lawyer, since it needs to be a simpler, shorter document. Also suggested a paragraph at the top explaining the causality of the document – issues of neighbourliness and insurance. The committee agreed that MT will go to David Flemming (the Square's lawyer). MT reminded committee that anything under 6 months is classed as short term and therefore passports are not needed.

Financial summary of last year's expenditure and draft budget for 2015/16 JM presented a financial statement comparing the actual income and expenditure for the year ended 30th September 2015 with the Budget presented at the AGM in February 2015. We budgeted to have a cash balance of £168,975 at 30.9.15, whereas the actual balance was £242,321 The extra £73,346 is due to: resurfacing Lancaster Road and Church entrances will not be done until next Spring, a delayed expenditure of £30,000; an Invoice for professional fees for the redecorations was paid in 2013/14, showing a saving of £6,612; savings on *Other repairs and Maintenance* of £4,831 as much of the work was done as part of the redecorations plus £1,458 from an Insurance claim from the previous year. The new signage for the Square was not budgeted, showing an expenditure of £2,290 and the redecorations were slightly over budget by £3,256 for extra work on the roof and sundry repairs and maintenance (see above saving of £4,831).

The main item in the Budget for 2015/16 is £30,000 for resurfacing the Lancaster Road and Church entrances. There may be slight changes to the numbers following the Audit in December, so JM will present this document again in January. MT explained that all financial documents have already gone to the Auditor. He will come back with any queries.

JM explained that the budgeted deficit for 2015/16 will be £31,674 if we keep the Service Charge at £150/month. In the Forecast for 2016/17, a year with no major expenditure, we would have a surplus of about £9,000. The Service Charge level is usually discussed at the January committee meeting and an announcement made at the AGM in February. BG said that a surplus of only £9,000 in 2016/17 indicates the level of the Service Charge is perhaps not viable for the longer-term.

MJ pointed out that there is likely to be major capital expenditure in about 15 years to replace the roof. This will not be a replacement of like with like as we will need to meet current standards of insulation.

JM is conscious that increasing the service charge may be a struggle for some co-owners. The current charge of £150 was previously £182, the committee suggested it be brought up to £160 – KTP said that building up funds over time would be better than having to ask co-owners to make a substantial cash contribution in the future. MJ proposed working with JM on a longer term financial projection to present to the committee in January – agreed.

Gardening expenditure – HA was £102 below budget on maintenance and £92 below on tree work. JM congratulated HA on her good work this last year and also for coming in under budget.

The committee thanked JM.

Proposed date for the AGM

The next committee meeting is Monday 11th January 2016. JM suggested holding the AGM on Monday 8th February 2016. Agreed.

AOB

- **Update on the works to 34 Wesley Square** – MT explained to the committee that, over the weekend, she received an amended draft of the license to alter for number 34. A few things have been clarified with the square's lawyer and MT has clarified everything. MT reported to the committee that the lessee is responsible for maintaining everything on their property, and is liable to pay any costs. MT will forward MJ the amended draft. MJ to come back with any comments.

MJ explained to the committee that the problem is an existing drain that runs under the existing extension at number 34. Thames Water have asked for the foundations of the proposed new extension to be 6 ft underneath so they are level with the drain. MJ explained that Wesley Square's effluent goes through the front gardens and runs through the square and exits the Square under no. 34 and into Bartle Road. MJ stated the overall cost (of the extension) would be over £46,000. The extra costs as a result of the existing drain is over £5,000 (there have been extra costs as a result of Thames Water's requirements). MJ told the committee that works is likely to start around January. David Kitchen has asked for a percentage of the costs to be covered by the committee. MT told the committee the extension already at no. 34 should never have been built over the manhole cover – so actually it's a good thing to have it moved now, as if something went wrong it would be a nightmare for the whole square. MJ estimates this would be £5970.40. JB said cannot be turned down

the drain serves the whole square and therefore is the whole square's responsibility, and it should be in the right place. It was reminded that the committee is under no obligation and doesn't want to set a precedent. JM suggests it's an act of solidarity, and effectively amounts to £120 from each co-owner. JB suggests this is announced as a moral thing and very much a one-off, and this is only a percentage of the cost. BG proposed it is an expression of solidarity - it's unlucky but to do with the fabric of the square.

This was agreed unanimously by the committee.

- Smart meter replacements - MT explained there's been a few people contacted her about providers suggesting they get a smart meter. In the past, there has been a problem as the communal fuse was turned off when the smart meter was fitted for the communal meter. The committee decided smart meter installation is up to the individual.
- AG raised the issue of parking on Bartle Road. Visitors Permits are being abused – there are 4 that are being more or less every day. No.1 has a vintage Volvo but they don't live on the Square. MT to speak to abusers as a warning before tickets are issued.
- AG raised the issue of number 15, where carpets have been replaced with wooden floors without sound insulation. MT has emailed the co-owner and stipulated the terms of the lease and notified there have been some complaints about the noise. Number 15 needs either to fit carpets and underlay or insulation, in accordance with the lease. MT to insist on an inspection.
- MT reported that no. 30 have reported a damp patch in their shower room on the ground floor. They were concerned it was because a vine on their cable wall had been removed. HA has checked and doesn't think it is this. HA thinks it might be a failure in the damp course and has suggested an inspection. MJ suggested it is the overflow. MT has booked in a damp-proof company (it's free) just in case.
- JB asked for a gate closer on the gate by the church and a batten fixed to the semi-fixed gate to stop it swinging back and forth. Agreed.