

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD Minutes of the meeting of the Management Committee Held on Monday, 10th November 2014 at 50 Wesley Square at 7:30pm

Present: Joanna Campling (JC) Lawrence Dorman (LD), John MacArthur (JM), Hilary Arnold (HA), Murray John (MJ), Judith Blakeman (JB), Andy Woodford (AW), Sarah Collison (SC), Jennifer Jeffries (JJ)

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

		ACTION
1.	Apologies for absence: Chris Bushell, Basia Kapp, Chris Ogden-Newton, Kirsten Tormod Pedersen, Denise Heywood, Phillipa Cousins, Ben Gladstone	
2.	The Minutes of September 2014 Committee Meeting – Noted to be correct	
3.	Redecorations Exterior Redecorations update from Murray	JC, MJ
4.	Parking bollards for Lancaster Road entrance	
5.	Resurfacing of Lancaster Road and church entrance	HA, MJ, LD
6.	Church's request to park their minibus on our paved area between the Church and the gable end of nos. 23 & 24.	JB
7.	Parking issue – Rick Armiger	MT
8.	Damp proofing	JB
9.	Finance (i) actual expenditure 2013/14 versus budget (ii) draft budget 2014/15	HA, AW
10.	AGM – to agree date, to agree who will chair and write chairman's report	JB, AW
11.	Gardens	HA
12.	AOB Next committee meeting on 2nd June 2014.	JM, MT, SC

3. Redecorations

MJ reported that the re-decs are running on-time at the moment, in approximately week 10/11. The work is nearly finished, but there is some concern that the roofing may hold progress up. JC pointed out the works have been a great experience, mainly due to the attitude and flexibility of the contractors. JM wished to minute that a big part of the success has been JC's role,

and noted that for the next re-decs, it is crucial to have someone trusted and known on the square to have the keys. JC added that next time there should be a little more time prep, and if possible the work should not start in September - because of nature of paint, doors have to be left open in the cold. It was previously agreed JC would get a fee of £20 per hour up to 100 hours. MT announced that Barnards will supplement from their fee some of JC's fee. JM also wished to minute thanking the team of ex-chairs who met with contractors. MJ suggested that committee funds should go to JC having to buy software for her computer in order to maintain archives. JC will get all info together so everyone can read it.

Number 28 has some scratched windows, considered to be the fault of a careless builder who was later sent home. 28 has asked the committee for new window glass. MJ suggests it is the committee's responsibility to deal with the issue if it was caused by the re-decorations, so will check. If it is agreed to be the committee's responsibility, the committee will then negotiate with contractors as to who pays for it.

4. Parking bollards for Lancaster Road entrance

A summary of the bollards was circulated. It was stated that the agreed-upon idea was to provoke St Andrews Square into a reaction before the committee was forced to do something more radical. It was noted that this hasn't been actioned since the last meeting. It was decided the previous agreed action must take place, so contractors will be tasked to fit the temporary bollards within the next two weeks. The intention is to provoke a letter to MT. The issue of emergency access was discussed, and HA informed the committee that she has spoken with the emergency services, who explained that they do not want access at Lancaster Road - they will use the church entrance.

HA suggested that by the time of the AGM, the committee must have a more permanent solution to marking the boundary, and suggested fencing, as per all other Wesley Square boundaries.

JM suggests we should present something at AGM for both entrances, which should be identical. LD suggests the Square needs a new entrance to prevent issues like off-street deals / people using it as shortcuts. So if the boundary issue is a fence, it should be a higher fence with an electronically operated gate.

5. Resurfacing

Since the last meeting, LD researched prices for different surfacing options. No one can agree on what surface. HA says reason for lack of agreement is that we haven't had options presented with prices, samples etc. It was decided that the information must go into the planning pieces for the works presentation at the AGM. It was decided that LD should take responsibility for sourcing the following information:

1. Comparison of possible surfaces
2. Possible ways of delineating the boundary
3. How this will affect parking
4. Cost estimate

It was agreed that HA, MJ and LD will be doing this.

6. Church's request to park their minibus on our paved area between the Church and the gable end of nos. 23 & 24.

JB pointed out that the church will need to get planning permission. JB has discussed this with the minister, and Michael, the administrator, is contacting the planning department to see if it's feasible. If it's feasible then the committee will make a decision. No action will be taken until this point.

7. Parking issue

The parking issue involving Rick Armiger was explained. Rick was in the past allowed by the committee to temporarily park on the conditions that he pay the costs and he keeps his tax up (as otherwise he would be using the space as a dumping ground). He hasn't paid his tax, and has around 24 parking fines, which amount to approximately £3000. Ace Security contacted MT, who requested time to speak with the committee before action was taken by Ace. There is concern that if Ace issue the payment demand and Rick does not pay, they will send bailiffs to the property. The committee agreed to write to Rick and explain that he must now apply for a parking permit. In the meantime, MT will speak to Ace and negotiate the minimum that Rick can pay for his parking fines. It will be made clear to Rick that this is non-negotiable.

8. Damp proofing

JB has un-explained damp. MJ does not understand why it is happening. MT says she's seen before that a copper pipe under concrete can react and cause holes. It gets worse in heavy rainfall. HA thinks there is water seeping in. JB will have floor taken up. If it is her fault, she has agreed that she will pay. MJ is to help JB to find a contractor. MT has told JB to keep any invoices incase it is recoverable under building insurance and to bear in mind Trace and Access is recoverable under the building insurance policy.

9. Finance

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JM issued a Cash Flow schedule showing the actual income and expenditure in 2013/14; Budget for 2014/15 and Forecast for 2015/16. At the end of September 2014 there was a cash balance of £375,917 against a Budget of £103,195. This was mainly because the redecoration costs will be invoiced in 2014/15 plus Clawback income from the sale of nos. 20 and 30 amounting to £37,520.

The Budget for 2014/15 shows £30,000 for resurfacing the church and Lancaster Road pull-ins and £7,500 for pedestrian paving. Firmer quotes for these projects will be obtained and a revised schedule prepared for the January Committee Meeting for agreement before the AGM on 9th February.

The Forecast for 2015/16, a year with no major capital expenditure, shows a surplus of £22,000 and a closing cash balance of £180,000. Projecting forward 4 or 5 years to the next redecorations cycle there should be sufficient funds with the Service Charge held at £150. However the Committee will look at the level of the Service Charge in January to see if it needs changing.

Banking and investment was discussed, and AW agreed to look at investment options to earn more interest. JM reported that the Committee had agreed to £80,000 being put on 6 months deposit with Metro Bank, which was repaid in time for the planned redecorations bills.

HA explained the garden budget. There are anomalies in her spending because there was a cross-over in categories of spending, and she has come in £3000 under budget. There is an amount set aside for paving because it needs major repairs. LD suggested that when the paving is addressed, internet cabling for fibre optics is laid too.

LD further suggested replacing rather than repairing the paving, but it was agreed that resurfacing the church and Lancaster Road pull-ins were enough projects for one year.

10. AGM

It was explained that the AGM is usually held on the second Monday in February, which would be the 9th. MT will circulate a note of the date in good time. It was agreed that JB will write a Committee's report - as there is no Chair - and AW will chair the AGM.

11. Garden

a) Reg replacement: HA hasn't yet done anything about this. HA explained she has given thought to people from the bowling green, but having spoken to Philippa decided that they are not right at all. HA is going to put an advert into Gumtree in the next couple of weeks, which Reg is writing with her. It will advertise as a care-taking role. HA reminded the committee that it was agreed at the last meeting to continue to pay Reg for six months after he stops working, which still met a positive response. HA will work with him to figure out what benefits he can get to replace the income after this period. HA suggests there is a sub committee of HA, JM and Reg to go through and sort out the tasks to be issued to the replacement. HA will do initial interviews with JC and JM, and the successful candidate will begin a six month trial.

b) Open Squares: HA informed the committee that the application to part of open squares was successful. HA explained that this means that on the first weekend in June, the garden is open to paying public. HA will take this to the AGM but first wanted the committee's approval. The committee unanimously voted to support the idea. HA will organise the stalls / staffing etc.

HA wants to bring the herb gardens into the lawn quite significantly. There will still be walkways but the herb garden size would approximately double. Would make the garden look so much more beautiful.

12. AOB

a) Number 21: JM read out an email from Cerys. She would like to ask the for the committees thoughts on her buying 21 Wesley Sq for a nanny to live and for parents to stay in when they visit. It would be an overspill to her home at number 25. JM's concern is that the constitution states a co-owner may only have one of 50 shares. MT voiced concern that the property may already have interest since she has received a Solicitors enquiry. MT will investigate this further. In the event that the property is available, no action will be taken by the committee until legal advice is sought. JM will explain this to Cerys.

b) Telephone wires: David wrote to MJ because having trouble with the wire to his telephone. MJ thinks the clusters of wires are deteriorating. BT is coming to check the problem on his line. Awaiting report from BT and then action it.

c) David Kitchen conservatory: JB wanted to report than the planning application for the David Kitchen conservatory has been submitted.

d) AEDs: There is now a working AED in the cupboard at Number 9. Kirsten and SC are checkers, so must check it periodically. A group has completed the usage course, and it is valid for 2 years. MT to issue certificates

The next Committee Meeting date is 12th January 2014.