

MAUNSEL (FOURTH CO OWNERSHIP)
HOUSING SOCIETY LTD
Minutes of the meeting of the Management Committee
Held on Monday, 14th October 2016
at 16 Wesley Square at 7:30pm

Present: John MacArthur (JM), Denise Heywood (DH), Cerys Matthews (CM), Laurence Dorman (LD), Hilary Arnold (HA), Judith Blakeman (JB), Kirsten Tormod Pedersen (KTP), Murray John (MJ)

Guests: Anna Gardener (AG), Olivia Cox - Minute Taker, Marie Travers (MT)

		ACTION
1	Apologies: Andy Woodford, Ben Gladstone, Jennifer Jeffrey, Philippa Collie Cousins, Basia Kapp, Sarah Collison, Chris Ogden Newton	
2	Minutes of the last meeting - circulated, read and agreed upon by the committee	
3	2015/2016 Expenditure & 2016/2017 Budget	HA
4	Update re: resurfacing of Lancaster Road and church entrance	
5	Noise issue no 15 and failure to apply for Sub Letting permissions	MT
6	AGM Date	JM
7	Brick Circle Lighting	JM
8	Christmas Lights	
9	Drain at no. 34	MJ / MT

3. 2015/2016 Expenditure & 2016/2017 Budget

JM presented an Income and Expenditure Report showing the Actual figures vs, Budget for 2015/16; a draft Budget for 2016/17 and a Forecast for 2017/18.

The 2015/16 Budget showed a cash balance of £218K at end of September 2016, The Actual balance was £258K. The £40K difference was due to £35K gain from delay in surfacing the entrances; £19K clawback from sale of no. 5.; offset by additional costs on perimeter fence repair; paving and garden maintenance.

The Budget for 2016/17 shows a deficit of £22K, largely due to the delayed expenditure on the entrances. A surplus of £27K is forecast for 2017/2018 as no major expenditure is planned.

The Budget will be reviewed again at the Committee Meeting in January when JM will also present a 10 year plan as required by the Auditors. JM invited Committee Members to get back to him with any questions.

HA reported that a quarter of overspending was due to garden maintenance. There was a cross-over period when three gardeners were working together (Reg, Simon and Tom), and Simon has been working more days than foreseen. HA has asked Simon to cut back to two days a week until the end of Feb – there is little to be done over the winter months. When there is more work, he will be able to come in a greater number of days. HA to bring up keeping Reg on at AGM, although Committee agrees that he should stay. HA has put in a much higher budget for next year to take into account the increased costs. Outside of paying the gardeners, HA has come in under budget for planting and trees. HA has suggested he puts a note through everyone's door offering help with maintenance and private gardens.

4. Update re: resurfacing of Lancaster Road and church entrance

LD reported work will continue for another week. The builders are doing the works in accordance to plan. The inserts for fence posts are being inserted. The bollards' electrics will come slightly afterwards. HA asked if everyone is aware of the key system. MT to email closer to the time asking owners already parking in those areas if they wish to have a key. Regular users to have a fob. Sporadic use available through an outside key safe. Committee agreed safe should have lid on hinge, and buttons rather than dials for access. MJ raised paying LD a fee. LD reported happy to have completed the work without a fee.

5. Noise issue no 15 and failure to apply for Sub Letting permissions

MT reported that there was a change in the tenancy. There have been noise issues because of wooden floors. Rugs were previously laid but new tenants removed them. Sarah Jane felt that she had addressed the issue. MT sent copy of lease etc. – last correspondence was at the end of October. MT confirmed that the lease is very clear that there should be appropriate

acoustic under-laying / carpet. MT to go back to Sarah Jane to report that the issue has been addressed with the committee. MT to ask for documentation and fee for sub-letting. Committee lent MT their full support in policing the issue and pursuing. HA proposed that MT inform Sarah Jane that there will be legal action taking if contravention continues. Time limit of end of November to be set.

6. AGM Date

JM asked committee to agree a date so MT can send out notices, and suggested Monday 13th February 2017, this was agreed. Committee meetings are in Jan, Apr, June, Sept, Nov. Suggested to stay with second Monday of the month, this was agreed. JM to put dates on website.

7. Brick Circle Lighting

JM wanted to minute that the brick circle is now lit, with thanks to MJ. LD reported that people are still sitting there. Lights need adjusting so they are better focused on the circle. MJ to have another go at adjusting.

8. Christmas Lights

JM reported last year there were lights on LR entrance, next to no. 50 and on main tree. Suggested also at CM's entrance. JM asked for permission to get Tom Boyne in to install lights on the tree, and to purchase lights for the Church entrance arbor. Agreed by committee.

9. Drain at no. 34

MT circulated a letter from MJ with an update on expenses for the drain at no. 34. Water board says manhole has to be moved. Following negotiations, water board demanded a brand new manhole be built further out, and alter down-pipes. Contractor asked to estimate costs. Amounted to around £6,000. During the course of the work, it was found that surrounding the existing manhole were masses of concrete. Digging took extra time (therefore extra cost) to get the concrete out. Costs come to over £10k. Committee previously to pay the estimate of around £6k. HA raised that the committee should have been kept updated on this.

Original amount has been agreed. Perhaps the Kitchens should make an offer to pay a part of the difference. Kitchens need to approach the committee with the appropriate documentation – original invoices etc. Before any decision can be made, committee needs to see original documentation. MJ to help them pull their paperwork together and bring to the next committee meeting. MT to write to them.

AOB

(i) Defibrillator Training – reminder

MT reminded the Committee that training in on the 26th November on Denbigh Road. LD asked to attend – he will be the 12th person. MT will circulate the

address and a map of how to get there. JM will pick up the keys and will open up and lock up on the day.

(ii) Bike shelter / hanger

CM raised this at the last meeting. CM proposes bike users pay a rental so the whole square don't have to pay for it. Could go where mopeds are parked, or the land owned by WS by the church. HA raised that it would cut off all the light. The hangers take six bikes and it takes up half the space of a car parking space. MJ raised that around 12 years ago there was a design proposed to be on the gable end under number 24. The church have access through there but it is WS land. CM suggested asking Kirsty as it next to her house. Committee agreed in principal that a bike shed / rack is a good idea. MT and CM to do some research and talk to Kirsty.

JB meeting the new minister of the church in the next few days. He is keen to make use of the piece of land by the church. JB to raise it with him.

(iii) Control boxes

LD reported that the control box needs to be fixed somewhere within 8metres of the bollards. LD to look into this. Concern about digging up pavement.

(iv) Tree hazard

MJ wanted to note that the tree outside Janice is a hazard. Path was previously widened. Suggested putting something underneath it to stop people from going immediately underneath it. HA suggested taking up paving stones underneath and planting underneath it. Agreed. HA to action this.