

MAUNSEL (FOURTH CO OWNERSHIP) HOUSING SOCIETY LTD
Minutes of the meeting of the Management Committee
Held on Wednesday 11th September 2019 in 29 Wesley Square at 7:30pm.

Present: Ben Gladstone (BG), Murray John (MJ), Cerys Matthews (CM), Basia Kapp (BK), Judith Blakeman (JB), Kirsty Malcolm (KM), Denise Heywood (DH), Sarah Collinson (SC), Janice Gabriel (JG).

Guests: Olivia Cox - Minute Taker, Marie Travers (MT), Russell Mulchansingh

		ACTION
1	Apologies: Philippa Collie-Cousins (PCC), Hilary Arnold (HA), Kirsten Tormod Pedersen (KTP), Anna Gardiner (AG)	
2	Minutes of the last meeting – Read and agreed upon by the committee	
3	Subletting	MT
4	Auditors	
5	Insurance	MT, AG
6	AOB	HA, MT, JB

3. Subletting: MT informed the committee that there has been a recent case of an owner sub-letting short term to tenants who arrived with two dogs. There was no vetting by the Committee or JMW Barnard. The committee discussed a mechanism to vet incoming short-term tenants. The arrangement is a three month let which may be extended. MT has made it clear to the owner (Andy, no. 43) that he is in breach of his lease. MT has been liaising with Foxtons to get an absolute firm date for the move out. The question was raised how the committee prevents this situation from happening again with other properties. BG suggested there should be photographic ID taken for anyone renting a property, regardless of whether it is one night or longer. MT to reinforce the no dogs rule to all owners by email.

4. Auditors: At the AGM it was decided to get quotes from other auditors. After the AGM, Anna and John (Ex-Treasurer) got a letter from the auditors saying the current accountant is retiring, so it has been decided to look for another accountancy firm, since the Wesley Square lease requires a full audit each year. The financial year end is the end of September and at this point the documents would be sent to the auditor. MT has looked at two different companies. Last year the cost was £4,500 + VAT. MT has found a company that will do this at a £500.00 + VAT saving to the Square. MT to give details of the two companies to AG.

5. Insurance: MT explained that because of two claims this year on the building insurance, the cost has increased. The broker for Wesley Square has looked at using a separate underwriter for the terrorism element, which makes a £90.00 saving. The excess for any claims has gone up to £1000. Companies are: AXA for buildings insurance. Beech Underwriting for the terrorism element.

6. AOB

(i) Removal of hooks – KM reported that her view is now bikes. Committee agreed to get a handyman to remove the hooks. It was also agreed for plants / flowers to be along the top – this will come out of the gardens budget. MT to organize removal of hooks and remaining bikes.

(ii) Parking bays Kingsdown Close – BK noted that St Andrews have done a good job with their parking area and wondered if Wesley Square should do something similar. MJ suggested putting down an absorbent flooring to prevent ground water. It was discussed to approach Hilary to put a shrub in the grott spot.

(iii) CCTV – Russell presented the committee with a much more detailed plan and analysis of setting up the system so it is as inconspicuous as possible. It is agreed that signage will need to be put up so that people understand what is going on in the Square. The committee was presented with a plan of proposed unit locations. Each of the principal entrances to the square would be covered. Wired units will run along gutters, and one of them will be wireless. The main hub will be plugged into no. 42's broadband – this will co-ordinate all four camera locations. A quote has been provided including a monitor, but the Committee agrees there is no need for a monitor showing footage constantly. All footage will be saved to the cloud. BG reported that his hotel in Italy has this system and the motion detection has some problems as it is quite sensitive. The recording works at night using infra-red. Next steps could be in four weeks. The duration of the works is circa 4 days. The cost to buy all the equipment (recorder, cameras, monitor / tablet, wireless unites, smart switches) - £6,900 plus vat. Includes installation and first year's maintenance. After first year, maintenance is approx. £400. Committee agreed for the budget to be allocated, subject to a final quote being gathered for an extra camera on HA's property. MT confirmed that the amount of money is under the threshold that requires

everyone on the Square to be consulted. But everyone must be informed about what is going on. Russell to send the plan to BG. Before the plan is circulated beyond the Committee, official access etc document to be drawn up. Access will be by JMW Barnard if there is an incident. No residents will have access to the footage except out of JMW Barnard's working hours – in which case this will be Russell. Another couple of people will be trained on the log-in process incase Russell is unavailable. KM to assist.

(iv) Soil contamination – JB met with government representatives leading on the soil contamination tests. They have agreed to come to the next meeting to answer any questions that the Square have. MT to circulate the info that they are coming to the Square.

(v) Foxes – Russell reported being asked by several people what to do about the foxes. JB / MT to circulate the council's leaflet about how to deal with foxes. Agreed that the Committee will look into solutions for the problem.

(vi) Reg – It was raised that Reg might not be eating properly, so the suggestion is that different residents buy him the occasional ready meal. Also as the weather gets colder perhaps book him an Uber to get him to and from the Square.

(vii) The committee thanked Russell for his work and to Ben for hosting.