

**Maunsel (Fourth Co-Ownership) Housing Society Ltd.
Committee Meeting held on Monday 16th September 2024 7.15pm @ Bay 20**

Present: Billie Dainton (BD), Denise Heywood (DH), Cerys Matthews (CM), Philippa Collie Cousins (PCC), George Tormod-Little (GTL), Hilary Arnold (HA), Murray Johns (MJ), Bob Larkin (RL), Rick Fisher (RF), Laurence Dorman (LD – via Zoom)

Guests: Marie Travers (MT), Olivia Cox - Minute Taker by recording, Russell Mulchansingh (RM), Chris Bushell (CB), Gillie Evans (GE).

1	Apologies - Basia Kapp (BK), Jen Jeffrey (JJ), Dominique Van Roey (DVR)	
2	Minutes of the last meeting - Agreed upon	
3	Finance committee	
4	Service charge	MT
5	Summary from roof survey zoom meeting	
6	New chair	MT
7	Fire risk review	MT
8	AOB	MT

3. Finance committee - HA told the committee that her proposal re finance committee was that rather than having just one treasurer, there would be 4 treasurers for WS, each of which was capable of being treasurer of the square. HA's idea is that this would harness the expertise of multiple people. HA noted that this would be not so much a committee as a group or team. This would consist of: HA, BD, Ben, Shiraz. They will look to go back to the fiscal rules that JM had, with a budget, ten year projection and analysis.

CM announced that she wishes to be added to the team.

MT noted that any major decisions would still need to come to the committee and / or AGM. This team would present the budget to the committee.

PCC raised she believes it is unorthodox to be using people on the team who are not already on the committee.

MT explained that HA's proposal arose because no-one wanted to be treasurer. There is also currently no-one wanting to be chair.

MT suggested a vote. It was suggested there be an interim treasurer until the AGM.

HA listed skills of her proposed group:

HA has done the role twice before. HA has been in senior management in publishing for 30 years, runs her own company and was on the financial committee of Fox secondary school

Ben is a financial director and an accountant

Shiraz is a chief executive with Microsoft

BD raised that she works at Camden council, runs a budget of around £30 million working over 7 sites.

PCC suggested that it depends what the candidates' principals are. HA asked why these questions weren't asked of AW. PCC believes there is a need to set principals around the budget.

RF wished to add that he thinks it's really important that people who are treasurer are actually resident in the square as they have day-to-day experience of the square.

MT wished added that any committee member, treasurer does this on a voluntary basis.

MT asked for a vote that this group be in-place as an interim solution. Agreed: RL, MJ, HA, RF, GTL, DH, BD. Everyone will be invited to nominate themselves as treasurer at the AGM, as usual.

4. Service charge - MT explained that at the AGM, AW proposed increasing the service charge along the lines of RPI. MT emailed the committee approximately 1 month ago introducing a change. Comments came back from HA, CM and PCC. Agreement came back from: AW, RF, GTL, MJ, JJ, BK, BD, DVR, DH. The change works out at £257 per month, up from the current £250 per month.

PCC explained that in 2010 it was decided not to raise service charge ever in October, and that it would always be in April. PCC feels this shouldn't be broken as having an increase in April allows all co-owners to see the budget ahead of an increase. MT explained that the financial year starts on 1st October. The accounts for Maunsel have year end as the end of September, which is why AW as previous treasurer proposed the change to be on 1st October.

CM queried what the money is being raised for. It was agreed at the AGM that since the service charge hadn't been raised for 4 years, it would begin to rise in line with RPI.

MT noted that the majority of the committee have agreed to the increase in the service charge as of 1st Oct.

HA raised that increasing service charge in line with inflation is something that WS has never done before, and feels that it wasn't properly discussed at the AGM. HA feels a better move would be to go to AGM with a budget and a ten year projection, before announcing any changes to the service charge.

MT told the committee that she operated under the guidance of the treasurer at the time (AW).

PCC is concerned that people will lose confidence. MT noted that in the past, JM would always increase service charge. HA countered that the difference is that this would always have been at AGM.

It was suggested that this change go through under the understanding that it was under a treasurer who is no longer treasurer, with a view to re-setting afterwards.

It was suggested that an emailed legal vote was required to increase the service charge from the 1st October.

PCC raised that the surveyors report and follow-up is yet to be discussed, which will have an effect on whether or not a raised service charge is indeed necessary.

HA wishes to minute that she thinks votes should not be taken by email, and that two weeks' notice of an increase in service charge is insufficient.

MT suggested delaying the start of a service charge increase by a month to give more notice, and proposed raising the service on 1st November.

HA suggested going back to the way that JM used to operate, which was using the AGM to inform the square of a change in service charge (in April).

LD is in agreement with HA, and did a quick calculation. Delaying the £7 raise for 6 months amounts to £2,100 across all properties.

The committee agreed to postpone any increase until there has been a discussion at AGM. MT to not email the square giving notice of service charge increase.

5. Summary from roof survey zoom meeting - MT told the committee that following the roof survey, a summary went out to all co-owners giving an indication of how long the roof would potentially last. Some individuals wanted a zoom meeting, which was hosted by PCC. CD and DVR attended, along with the surveying company (Hutton Reston). The roof survey was discussed and minuted and circulated to everyone. The main take-away of the summary was the

suggestion that in order to prolong the roof life, instead of doing an annual cleaning of the roof gutters and roofs, this could be every six months.

PCC has requested a report from the roofers as to how the moss grows. The roofers worked alongside the surveyors on trial areas on 6 different parts of the roof.

MT reported that this meeting gave reassurance.

PCC reported the following highlights from the meeting:

The roof can be repaired until at least 2039 and possibly beyond, and it will never fail in one single instance.

WS must keep track of planning on insulation material for potentially thinner insulation.

The tiles suggested by the roofers are the best tile to use as they will prevent moss forming.

Suggestion to double down pipes, but noted that there isn't currently sufficient drainage so this would require surface works.

The weakest part of the roof is above numbers 12, 13, 15, and 16. There is no felt on the roof here, but there is nothing to be done to remedy this.

Individual leaks themselves haven't weakened the building.

HA wishes to note cost implications to be fed into the budget following these recommendations.

6. New chair - MT thanked RL for standing for over a year and asked the committee for nominations to replace RL. RF suggested putting this to the whole square. MT to draft a letter including Chair duties. HA added that this could be a job-share, similar to the treasurer role.

7. Fire risk review - MT explained to the committee that over the summer, she conducted a fire risk assessment and health & safety assessment. Part of this was a fire survey on two sample doors. One of the doors had some recommendations. The other door failed the assessment. MT explained that the next step would be for Maunsel to potentially carry out a fire door survey on the remaining doors and give the recommendations to the leaseholders, in order for them to carry out those recommendations. This includes around 40-50 points, including smoke seals around the door, self closures, and the use of further fire-proofing.

MT to get a couple of quotes to do a fire door survey on the remaining doors.

MJ raised that originally the upper flats were designed with an internal lobby allowing the kitchen to be shut-off. MJ noted that many of these doors have now been taken out. MT confirmed that the internal layout is the leaseholders' responsibility. MJ raised that the risk is to any neighbouring flats. MT to look into this.

MT to write to the co-owners already surveyed with the recommendations.

8. AOB

(i) MT told the committee that she spoke to Jake Bradley from MET police, who wants to work with the square. He has been chatting to St Andrews and is aware there has been an increase in anti-social behaviour and drug-related activity, as well as vehicles being dumped in Bartle Road. He proposes some sort of security / key fob on the gates. If there was a majority in the square in agreement, he has offered to help with planning.

HA wished to point out that this is a waste of time since people can easily climb over the fence into WS.

MT added that Jake would also be happy to set up a table for 2-4 hours in the square, for residents to talk to him about any concerns. MT believes this would be a good idea. There is the potential to also invite St Andrews residents as well.

RM got a quotation for two additional cameras in Bartle Road, which would be £2385 + VAT.

CB raised that the majority of crime that is taking place is happening outside of the square and suggested the issue is the need for better policing.

GTL suggested the perceived rise in crime happening currently might be due to increased visibility owing to the whatsapp group.

The committee agreed that MT will go back to Jake and invite him into the square.

(ii) RF wished to minute how great the summer party was.