

**Minutes of the Goulden House Co-operative
Annual General Meeting
Virtual Meeting via Zoom
Community Room Entrance B
on Tuesday 8th December 2020 at 7:00 pm**

Attendees: Sasha Savich (**Chair**) Sunny Azapour (**Secretary**) Rosario Green (**Treasurer**) Steffen [redacted], Anna Kirilov, Chris Gomez, Niamh Hennessey, Hanchen, J [redacted], Rex [redacted], Richard Hickie, Marie Jo: [redacted] Catherine [redacted], Felicity, Lester [redacted], Marie Krum (**Co secretary**) arrived at the end of the meeting, Annie Gleeson (**Manager**) Muhamad Thowfeek (**Finance Officer**) Foday Kamara (**WBC RPO**)

1) Sasha welcomed everyone to the 1st Virtual AGM

2) Apologies: Rocco may attend late if he's able. No other apologies received.

3) Minutes of the last AGM (22.07.19): Everyone had a few minutes to read the minutes. No one stated a need for any corrections. AK proposed the passing of the minutes, RW seconded them and they were duly approved and signed off.

4) Approval of Accounts:

RG presented the Accounts. Pg.6 Income Statement; We have a deficit of £12. We had more income this year, but also more expenditure: 1) Entry phone system, 2) Drain clearance, 3) Pest Control, 4) Scaffolding and Voids.

The Financial Returns were sent in on time.

We are looking to employ new Auditors. This will be done at the next GM. The delay is due to covid-19, Five Auditors have put in tenders and Three will be put forward for consideration/approval at the next GM. JA asked if the most *appropriate* candidate be selected and not just the *cheapest*. SS said the most economic and effective auditors would be chosen; an organisation who understands our needs.

Approval of Accounts.

RW proposed they be approved, and JA seconded.

5) Manager's Report: This was placed on the GH website today.

Staffing;

MT was recruited as Finance Officer and joined the staff 1st June.

RB, our part time Caretaker returned to his post in August after long term sickness. Everyone very pleased to see him back.

An Office Administrator has not been recruited yet due to the pandemic and lockdown. This has meant an increase in Annie's workload. After discussion with the Co-op committee, MT agreed to take on an extra day each week in an 'Office Admin' role to support AG. The fact that the community room now has Wi-Fi, means we could provide social distancing and recruit an admin person virtually. **To be discussed with Co-op committee.**

Star cleaning – were working on a reduced workload during the pandemic. As of Monday, 7th December they are on fulltime cleaning Rota.

James, our gardener, has been on site for the whole time since the start of lockdown. **All** contractors were consulted, at the beginning of the pandemic, to ascertain if they wanted to work and what hours seemed feasible for ensuring their safety.

Major Works during lockdown; repairs to 'flashings' in agreement with Zurich. About 4 leaks per week, with as much as 11 one week.

During the Covid-19 lockdown, a list of volunteers was drawn up to support those residents who had to self- isolate. We would like to say a massive 'Thank You' on behalf of GH Co-op to those Volunteers who were there at a time when they were needed the most.

Intercom – Block B a new Digital System has been installed. Digital pad- calls 123 and access is given by the resident. In Block C some handsets were not working so they have become part of the digital entry.

Please Note: In the Zoom chat room RW wrote - I have a question: the new intercom sounds like it is excellent value for money. Is this outside of WBC being responsible for it?

FK wrote - Your Co-operative is responsible for maintaining the intercom system on a day-to-day basis. I don't believe that I've been made aware of the specification of the £3.5K works to the intercom. Have they been run by me/electrical engineers at this stage?

Flat roof - WBC requested additional information after 9 months. £14,000 has been put in the budget for this. Smith & Byford – WBC have deferred the notice of intention. A letter was sent suspending any work until another solution can be found for the fans. 4 Fans/8 units in A, B, C have no ventilation. WBC works have been deferred for further consultation and information. Sec.20 Lift Refurbishment 20/21 Procurement process has begun, and work will start Spring/late Summer 21/22. This is subject to change. During the works, 1 lift will be out of service at a time for 10 weeks. This is also a part of our 5-year plan. Sec.20, Replacement of Intercom system 21/22. Provision in 21/22 budget for £3,500 per block proposed at moment.

Bin & Recycling review - 5 Paladins were replaced and 3 more added as recycling has increased due to Covid-19. GH has not been charged for recycling since 2012.

CCTV additional cameras are needed. The tendering was due to be done by end of Dec. and then the work to commence at end of Jan. It is thought that the cameras will help tackle the serious problem of people blocking the bin chutes, amongst other breaches of health & safety rules & regulations.

Community Ball Park – net has been removed. WBC will cover the costs of repairs.

Underground Leak – mains water supply. WBC to cover costs £2,616.

Bike Shelters - are up and running and spaces allocated.

There was a burglary at a flat where a window had been left open as had the gate. Stranger found in hallway. T/C to police who said they had no resources. Metropolitan police non-compliant to regulations. Complaint sent from office. Next time police were called they arrived in 5 minutes and arrested the locksmiths working on the bike sheds. They were cautioned and told to wear ID and high vision jackets!

SA advised that the intercom to her flat from the 4th floor sub-entry was still not working. It works from the street entrance, but not the 4th floor. Simien had been working on it before he went away so he knows exactly what SA is referring to. This sub-entry and another three sub-entries on 4th floor have been out of action for about 18 months or more. Can we know what is happening? AG said Simien only comes to the block when instructed by the office. If there is a problem, then it must be reported to the office. Simien will be here on Friday to address the issues in the 4 sub-entries referred to. SA will send AG an email about these issues. SA thanked AG.

LB wanted to know why Smith & Byford were taking so long to work on the fans. He has had no air extraction fans for 4 months in his toilet and bathroom. LB felt the fans had been better serviced in the past when we maintained them ourselves. FK – WBC took over the maintenance of the fans because they were not being done properly by GH. If there is a problem then we must write to WBC FK, his managers and the engineers can look at the problem. Maybe there is an interim measure. **AG will send WBC an email re: fans, asking for a solution sooner rather than later.** SS - as WBC maintain the fans, they should notice the problems as and when they arise. A complaint needs to be made and actioned. AG will be submitting a formal complaint to WBC on behalf of residents. We need to get a good contractor to take over the maintenance again. "Thank you" from LB.

NH is having problems with deliveries to her place; they have to go to B Entrance to get in. Could we have a system where deliveries can come in any entrance? AG - perhaps we can do this when we go digital, then it won't be a problem. Until then we must tell delivery people which entrance they are to use.

H would like to see something done about the recycling, some sort of shelter inside so we don't have to see the unsightly overflow outside. **AG to explore storage for bins and look into costings.** It has become an eyesore. AG has already ordered extra bins. SS – we do have to prioritise how much we can do each year, i.e. the roof needs to be done at the moment, along with other maintenance items which need doing, but we can only prioritise them otherwise

service charges will go up too high at once! H felt it shouldn't have to be one or the other. Unfortunately, with people out of work with the pandemic, people's budgets are limited. AK thanked staff for all their work, with others agreeing.

6) Major Works update: was included in Managers' Report above in item 5

7) Election of Management Committee Members:

1/3rd of the current committee members (SA, AK, MK) had to step down but are free to be nominated & elected to serve again if they so wish. The names were chosen by lot by FK at our last committee meeting in November. One member (GB) has resigned from the committee. The nominees who submitted their nomination forms by the 01.12.20 deadline are RW, JP, AK, SA & MK (**all forms shown to members by holding each one up to the screen as 'share screen' on Zoom failed**)

NH and CG would both like to be considered to serve on the committee. CG was late in submitting his nomination form to the office by 01.12.20, and NH has not submitted a nomination form but would like to be considered if possible. Confusion over the rule for applying. All agreed that the nominations needed to be in by 1st Dec. Both CG and NH can be Co-opted onto the Committee at our next Committee meeting in January. **Both agreed to this.** All nominations were proposed and seconded. New committee formed with two new members, RW and JP-A, both welcomed.

8) AOB:

GB wanted to say thank you to **everyone** on the committee and to wish them a Merry Christmas. SA Thanked all the staff for their hard work, and AG and SS for setting up the meeting, and to SS for hosting a great meeting.

J.A. Thanked AG for all her hard work, over and beyond the norm. Welcome to Muhamad.

SS Thanked the staff for all their work throughout the year. With others agreeing.

AG appreciates good comments from people.

9) Date of next General Meeting will be held at the end of February or 1st wk. in March 2021

SS Thanked everyone for coming and wished them Merry Christmas.

9:20pm Meeting ends

Approved by AGM 6 Oct 2021

Signed: *R7 Wickham*

Name: Rex Wickham Date: 6 Oct 2021