

Management Committee Meeting
Tuesday 21st May 2024
In person at 249 Lewisham Way, SE4 1XF at
7.00pm
And also on Zoom
Open Minutes

Present in person: SL- Chair (CM), SS – Vice Chair (CM), SJ- Secretary (CM), MB (CM), FJ (CM), AS (CM), RB (CM) & PB.

Present online: LW (CM), SF (CM), AG (CM), IRJ-T, KT, OA & MP,

In attendance in person: MC (office Manager), SJ (Finance Manager), LB (Housing Officer) GO (Surveyor) & SKU (Administrator & Minutes)

Item No:	Agenda Item	Action Approval Decision
1.	<p>Welcome and apologies: SL welcomed all those present and declared meeting quorate.</p> <p>Apologies were received from: JC (CM), MM- Treasurer, BR (CM), TW, B F-P & DD</p>	
2.	<p>Declaration of interest: None</p>	
3.	<p>Approve minutes of 27th February 2024 open meeting: Approved</p>	
4.	<p>Action List update:</p> <p>Lewisham council officer that MC has been speaking to about the allotments has answered her emails to say he would chase it- MC will continue to pursue with that.</p> <p>Lewisham Council have confirmed that the property on Ashmead Road is occupied.</p>	

	<p>XP has set up the gardening club which has been advertised on our website.</p> <p>6 actions from Away Day:</p> <p>Action 2: We need to look at our Risk Map in the officers group.</p> <p>Befriending services is for members to do.</p> <p>Wrong form was sent out for the Census with the last newsletter, we have another form which will be sent out again.</p> <p>We are going to look at our rules as a working group.</p> <p>Costs for the 50th have exceeded our 10k budget but are not likely to exceed 15k which was agreed in the officers meeting. MC has insured us against 15k so if anything, catastrophic happens on the day to stop the event from going ahead then we will get the money back for what we have paid out.</p> <p>GO was scoping out the possibility of building on the very long garden on Ashmead Road and he has got some plans. He had an appointment with the architect which he missed as the architect had double booked himself. GO was going to make a few changes to the plan one was to take out the carpark.</p> <p>We have to pay to speak to the planners.</p> <p>Next policy group meeting is scheduled for September a date has not been set. The group has been looking at loads of policies in the last two meetings.</p>	
5.	<p>Report back from the BTC Voice Group:</p> <p>PB said that most of the portraits are done. He is looking at getting clip frames which are working out at £7 each.</p> <p>He is also looking into a company up in Scotland and hopes to get prints done by early next week.</p> <p>MC fed back on behalf of The Voice Group. The next Voice Group meeting is scheduled for Sunday 2nd June on Zoom at 2pm.</p> <p>The next coffee meeting is scheduled for Saturday 8th June at Muffin Break in Lewisham from 2pm-3:30pm.</p>	

	<p>The trip to the seaside is to Little Hampton on Saturday 17th August – all the details are on the website.</p>	
6.	<p>50th party progress:</p> <p>MC and S James sampled the food at Chop & Chip. They sampled the burgers and hotdogs and found the vegan option very nice too. They also liked the condiments and sides.</p> <p>We have yet to sort out our drinks budget and to buy the drinks.</p> <p>We need to get the items for the goody bags.</p> <p>MC,SL & LM will be meeting with the decorators this week to get balloons, tablecloths, banner, background for selfie, covers for chairs etc.</p> <p>We also need raffle prizes.</p> <p>We have bought the time capsule which is huge.</p> <p>Security will have a list of all the addresses and names in the event people forget to bring in their tickets. The idea is that people bring their tickets and the tear off bit will be entered into a raffle.</p>	<p>officers group & MC</p> <p>MC,SL & LM to meet with decorators</p> <p>Staff & Voice Group</p>
7.	<p>Staff pay increase:</p> <p>The group discussed staff pay increase SL noted that the bonuses are not contractual and that it is a non-consolidated payment. He also confirmed that staff increase is not performance related.</p> <p>SL asked members to vote on giving a 3.5% pay increase. Decision was carried unanimously. Staff will get 3.5% pay increase backdated from April. Once the final accounts have been looked at the Committee will consider if there is room for a Christmas bonus.</p>	
8.	<p>Manager's Report:</p> <p>A meeting was held with the 999 club in Deptford. They are looking to develop 6-8 units at the back of their property for social housing because they want to offer it to landlords that charge social rent. They will comprise of 1-2 bedroom properties and they are looking for someone to invest with them. The lease period is 1000 years.</p>	

999 will have no referral rights the properties will be allocated through the Co-op as normal Co-op properties. There shouldn't be any service charges as there are no lifts or landscaping. It's early days yet but it is a good opportunity as it's 10 minutes' walk from the office and we would be helping a very good local project.

Court fees have gone up as of 1st may 2024 they will rise from £355 to 3391 application for a possession claim and £130 to £143 to apply for a warrant possession.

MC formally apologised to anyone who may have been offended by her use of language in her management report about the Census form. Instead of using the words ethnicity and sexuality she should have said equalities information.

MC reported back on people stealing gas pipes incident fortunately nobody was hurt. Gas pipes have now been changed to steel pipes to stop temptation to steal them again. This was a very serious incident where the perpetrators are unknown.

Hexagon has rejected the management agreement that all the Co-ops have spent writing over the last four years. They want us to sign up to the National Housing Federation Good Practice Management Agreement. We have up to July to make a comment on it. MC has gone through it and the main problem is that we don't have the details. The appendices where the actual information is not there so we cannot sign it without that. The document will come to the officers meeting first as it is a huge document, and it would be too much for the MANCOM meeting. MC gave a call out for anyone with a specialism in management agreements to come forward and they will be taken on board.

Surveyor Joseph has changed, and we have not been informed of his replacement.

Hexagon confirmed that their rent rise is 7.7% . MC asked if our staff could go on their training courses which they agreed to. They have a regular legal surgery which LB attended. We can ask their solicitors legal queries we've got without having to pay for legal advice. This offer only stands for Hexagon tenants. They will also let us use

their Hala rates for any action we take against Hexagon properties. Hala rates are slightly cheaper unfortunately we are not big enough to sign up to the project. It is good that they will let us use theirs.

They haven't mentioned the uplift to management allowances.

Regulations updates:

Decent Home Standards has been delayed. Rent reform bill is also going to be delayed. It will have some effect on us with our one Assured Tenancy as it makes changes to rent rises.

The government is looking into extending Awab's Law to other areas of maintenance that's also being consulted on.

Housing report:

We have a bailiff date for Endwell Road next month. Rent increases commence in July. LB emailed Hexagon about fair rents. MC confirmed that rent increases every 2 years for secure tenants.

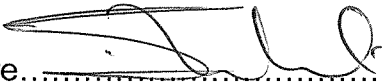
Maintenance report:

A members raised a question about the dates on the Work Order for her property and complained that work was not completed within the timescale.

SL said we will look at our WorksOrders process to see how it works. We will try and get a system in place where WorksOrders are checked on a regular basis to check outstanding orders and to check completion dates. Anything that has lapsed will go back to GO and questions will be asked as to why that has happened.

SL explained that for Hexagon properties a bath is a component therefore Hexagon are responsible for it. 9 out of ten times we put a cost on a component and Hexagon rejects it these are the difficulties staff come across. BTC should not have to pay for bathrooms, kitchens and boilers for Hexagon properties. It was confirmed that anything over £1500 Hexagon have agreed to pay for.

	<p>SL mentioned that we have a chart of repair times on the website which people can look at.</p> <p>Finance Report:</p> <p>Legal costs have gone over budget at quarter 4 by £2655. Overall BTC is in a better position financially than this time last year.</p> <p>SJ is in the process of working with Chris to come up with year end account.</p>	
9.	<p>Policies for approval: Confidentiality policy, Privacy policy & Application Policy for prospective Members:</p> <p>All the policies have gone through the policy group. The policies were available in the pack for all to read.</p> <p>The complaints policy needed updating because the ombudsman changed a few things. The changes were that instead of six months you have a year to make a complaint. There are also changes to the response times.</p> <p>SL asked if the group approved of the policy updates. The decision was carried unanimously by the management committee.</p> <p>MB asked if the font size on the meeting timetable could be larger.</p>	
10	<p>Open Waiting List:</p> <p>The group discussed on a suitable time to open the waiting list. The decision was made to open the waiting list on the 1st of June for 21 days on the website and the shop window.</p>	<p>SKU to advertise on website & shop window</p>
11.	<p>AOB: None</p>	

Signature..........Date.....17/9/24.....