



Management Committee Meeting

27th February 2024

In person at 249 Lewisham Way, SE4 1XF at
7.00pm

And also on Zoom

OPEN MINUTES

Present in Person: SL- Chair (CM), MM-Treasurer (CM), JC (CM), SJ- Secretary (CM), SS - Vice Chair (CM), CL, MP and IT

Present online: LW (CM), FJ (CM), LO (CM), MB (CM), AG (CM), CM, OA, BK

In Attendance in Person: MC (Manager), SJ (Finance Manager), LB (Housing Officer) GO (Surveyor). SKU (Administrator and 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- RB (CM), ED (CM), SF (CM), BR (CM), SG, PB, LM, EU</p>	
2.	Declaration of Interest- None	
3.	Approve minutes of 16th January 2024 open meeting- Approved	
4.	<p>Action list updates MC went through action list, gave updates and closed completed actions</p> <p>Not much has changed regarding the allotments, MC has pursued them but has not received a response.</p> <p>The website is being updated and payments can be made online as the website provides a link to Allpay. Tenants are not able to look at their rent statements or book repairs online.</p>	

We received a compliment from one of our members which was quite refreshing.

It was confirmed that we are paying £40 per month for the website and a lot of the things we can do ourselves just certain things we can't do like changing the photographs and banners. Compared to getting a new website this method is far less expensive. MC suggests individuals have a look at the website to see what they think. We are adding things as we go along like the Advice Agencies have been updated. The website is still a work in progress. We need to focus on the Tenant's Handbook, this a big document and very much out of date.

Home visits have been done and this action is now complete.

JC clarified that he knows someone with a London Licence for a drone to take drone photographs. MC will bear this in mind for any future work. GO confirmed that we still require someone to do drawings as opposed to photographs.

Policy group meeting has been rearranged and zoom details will be sent out nearer to the time.

MC clarified that the Voice Group have autonomy but have to report back to the committee.

MC wrote to the council about an empty property on Ashmead Road. She drew attention to the fact that it is a derelict property in a conservation area and to restore it would be very expensive. She wanted to know if they would consider giving it to BTC. They said they will get back to her once they speak to the property section.

We have made progress on the 6 actions from the Away Day.

Action 1 - progress has already been made on this.

Action 2- progress has been made on the risks identified. Recently we have completed a business continuity plan.

Action 3 – Members will be actioning the befriending service.

Action 4- MC has updated the skills register and it's on the website.

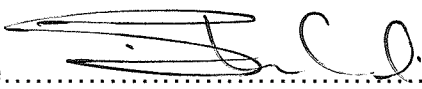
Action 5- we are in the process of doing the census. New consumer standards that are coming in require us to know who we have in our properties and more about them to be able to offer appropriate services.

	<p>GO was asked to enquire about sound transference possibilities and options to improve it. He has not had chance to look at this because of the voids. MC explained that the best time to deal with sound transference is at void stage.</p> <p>It was noted that the communication between Hexagon seems better and they seem to be making more of an effort.</p>	
<p>5.</p>	<p>Report back from BTC Voice Group- MC fed back for the Voice Group their total budget spent so far is £2445.56</p> <p>The date for the seaside trip is the 17th August 2024 the coach company they normally use is booked up for that date. SKU has received a quote from another coach company which she will forward to the Voice Group.</p> <p>Their coffee afternoon is on Saturday 6th April. OA has found an alternative venue called Muffin Break in central Lewisham. She has reserved a table to see if they get different people to come as Muffin Break is central.</p> <p>As part of the Jubilee year they are going to use £250 of their budget for an Easter giveaway. There will be five £50 Love to Shop vouchers and like the Christmas hamper draw emails in the hat and ask the lady from the café to draw out names.</p> <p>JR has been working on ticket designs and the press release.</p> <p>The Voice Group want to know when the next Jubilee meeting will be taking place. An advert has been placed in the Voice Group newsletter asking for volunteers to come forward. SL noted that we need 15 people and anyone who wants to be a part of the Jubilee planning needs to put their names forward and they will be informed when the meetings will take place. The next meeting will be fairly soon a date has not yet been determined.</p> <p>MC stated that volunteers needed to carry out various functions such as; the gates of the playground to see who is coming and going, We also need someone to manage the bar, litter picking, directing people to first aiders, looking after lost children, running the time capsule among many other things. We hope to have enough people and a rota so no-one is left somewhere and everyone gets to go on the bouncy castle.</p>	<p>SKU to forward quote to Voice Group</p>

	<p>On the risk assessment MC downloaded for events we are required to have two first aiders which we have. MC did consider hiring St Johns Ambulance but found them to be expensive.</p> <p>We will have t-shirts with either 'steward' or 'volunteer' printed with our logo. If a child is lost or someone needs first aid they will know who to go to for assistance.</p> <p>SL, MM, SJ, SS and MB all put their names forward to be volunteers on the day.</p> <p>The Voice Group think that we should consider upgrading our IT.</p>	
6.	<p>50th Party progress-</p> <p>MC visited father Michael this morning who informed her that he will be leaving to go to Surbiton next week. The 2 priests that are taking over from him have been informed of the details of the Jubilee party. We had to hire the playground separately. We have been told that we cannot have music in the playground only in the hall. SJ will not be able to go forward with her DJ contact. We have found a cheaper DJ who is charging £400 and has his own sound system. Father Michael is happy with CM's suggestion that we write to people before the event which should help with the situation regarding noise as they have previously received complaints.</p> <p>We have hired the playground and both halls the capacity of both halls is 165.</p> <p>The photography project has started and LM has started to contact people. She has also got a hold of MM's son.</p>	
7.	<p>Approve budget – The financial budget was available for all to read. There were no questions raised or objections for the proposed budget for the coming year.</p> <p>SL asked for a show of hands from members and asked if they could approve the budget for next year. The decision was carried unanimously.</p>	
8.	<p>Managers report</p> <p>MC explained that not everyone will see their property on the rent rise comparison chart. All the rents are different and there is no standard rent for all the properties. The figures are an average of all the 1 beds, 2 beds, 3 beds and so on. It</p>	

	<p>relates to the start of a tenancy, rent rises throughout the years and the different target rent people started on.</p> <p>Housing officer report</p> <p>We have a court hearing in April and are waiting for a Bailiffs appointment to gain possession of another property.</p> <p>We are currently in the midst of signing up new tenants.</p> <p>The amount of rent arrears has marginally grown to £55,000 since the beginning of February.</p> <p>We have a one longstanding complaint where we are continuing to engage with adult social services.</p> <p>Maintenance report</p> <p>GO noted that going by his estimates we will not go over the day-to-day budget.</p> <p>GO talked about major works which are still ongoing and he is on target with windows upgrade programme. Also because of conservation issues he has had to extend on Ashmead Road.</p> <p>Phase 1 is still ongoing the manufacturing of the windows on Algernon Road have started and Shell Road will follow next month.</p> <p>The planning application forms for Phase 2 and phase 3 are 85% completed: the drawings are the only thing left to do. After which GO will be submitting the application forms.</p> <p>Since all the properties are flats, obtaining planning permission is necessary for the windows. The Budget may need to be reviewed on two of the properties that are in the conservation area. They are Tyrwhitt Road and Tressillian Road.</p> <p>SL remarked that once all this work is completed, we will accomplish our goal of installing double glazing in all of the Brockley properties. MC notes that we still need to acquire an EPC of "C" for every one of our properties by 2030</p>	
9.	<p>Rent rise vote</p> <p>Discussion was held about the rent rise. The rent rise comparison chart was in the meeting pack for all to read before making a decision.</p>	

	<p>A proposal was made for a 4% increase by JC which was seconded by MM.</p> <p>SL asked for a show of hands for a 4% rent increase the decision was carried unanimously.</p>	
10.	<p>How many years of Minutes do you want to be shown on the website?</p> <p>During our website update, the outdated minutes were removed. Names are taken out and only initials go on. We opted to post the most recent ones online rather than all previous minutes.</p> <p>JC talked about the search engine. If the meetings are searchable having all the minutes would be a useful resource to have and that is something we should ask Sue Singer about. If it is all possible we can just leave all minutes on the website going forward.</p> <p>MC confirmed that minutes are kept for life. She has to keep 2 sets of minutes one full pack and one signed. The minutes will never disappear.</p>	<p>MC to ask SS about having search engine on website</p>
11.	AOB- None	

Signature..........Date 21/5/24.....