

Iroko Management Committee

Minutes for the meeting of the 2nd of April 2009 held in room 2.35 of the James Clark Maxwell Building between 7pm and 9pm.

Those present were:

	Name	Position
SA	Sam Atkins	Housing Manager, Coins Street Subsidiaries (CSS).
IB	Ingrid Babb	Iroko Management Committee
MB	Michael Belayneh	Iroko Management Committee (see minutes)
GB	Geoff Brennan	Iroko Management Committee
GH	Guy Hanscombe	Iroko Management Committee
PH	Paul Hutchins	Iroko Management Committee
RM	Richard Mallett	Iroko Management Committee
AOL	Andy O'Loughlin	Iroko Management Committee
PR	Pippa Roberts	Iroko Management Committee
KW	Krissie Wagner	Iroko Management Committee

Apologies were received and accepted from:

CC	Christina Czechowski	Housing Manager, Coins Street Subsidiaries (CSS).
IN	Ian Noonan	Iroko Management Committee

Minutes of the meeting

	Action
<p>Management Committee: Membership and election of officers.</p> <p>MB was co-opted onto the management committee. All other members had been elected at the General Meeting of the 28th of March 2009.</p> <p>Election of officers duly followed and resulted in the following:</p> <p>Chair: Guy Hanscombe Vice-Chair: Ingrid Babb Secretary: Geoff Brennan Treasurer: Andy O'Loughlin Maintenance: Paul Hutchings and Pippa Roberts Membership: Krissie Wagner and Michael Belayneh Parking: Richard Mallett Participation: Ian Noonan</p> <p>It was noted by the Committee that IN was elected in his absence but the committee felt that his positive contribution to the debate on</p>	<p>IN to confirm</p>

<p>participation during the General Meeting made this a good appointment for the co-operative.</p> <p>AOL outlined the need for and responsibilities of bank signatories All of the committee members present at the meeting confirmed their agreement to become bank signatories</p> <p>GB asked for clarification of priorities from last management committee. AOL and PH outlined the workings of the last management committee. They felt that the main priorities at present were the ratification of a number of new policies drawn up with the external consultant B Lambert. After a general discussion it was decided to circulate these polices prior to the next meeting for discussion and endorsement.</p> <p>Agreement from the committee members to attempt to conduct business as paper free as possible with minute sent electronically. CSS asked to print out own copies, although acknowledged that signed copies must be maintained by secretary.</p>	<p>AOL to organise Bank Changes</p> <p>GH and SA to circulate</p>
<p>Minutes of 27th of January 2009</p> <p>These could not be received as copies had not been given</p>	
<p>Correspondence</p> <p>No correspondence has been received by Iroko.</p>	
<p>Treasurer's Report</p> <p>AOL reported that the situation had not changed since the report at the General Meeting (given by PH in AOL's absence).</p> <p>AOL outlined the situation with regard cyclical maintenance and the need for work to be carried out in the communal lobby areas. AOL and PH outlined a proposal for Sean Erangay (SE) to be hired by Iroko via CSS to project manage this large job (estimated to be in the region of £30,000). SE had given a baseline quote in the region of £3,400. It was explained that this would entail full project management from gathering and deciding on tenders, through to overseeing and signing off the work. RM asked for clarification of VAT on SE's fee and it was agreed that this should be clarified. It was agreed generally that AOL should be given the authority to negotiate on behalf of the Iroko and keep the committee informed.</p> <p>Following the above there was a general discussion regarding VAT and the possible options for Iroko regarding VAT exemption or charitable and Trust status. As the committee felt it did not have knowledge of the options, AOL agreed to scope these out.</p>	<p>AOL to negotiate with SE.</p> <p>For AOL to research options</p>
<p>CSS Report.</p> <p>In the absence of CC, SA stated that there was no written report, but</p>	

<p>that CC had asked for 2 items to be considered.</p> <p>SA verbally reported that CSS had received reports that some households had dogs permanently in their residencies. The committee asked if these reports were in the form of complaints, and SA reported that this was unclear. The committee agreed with the suggestion put forward by CSS of a general letter to all household that dogs were not permitted under the tenancy agreement, plus a specific letter to any household mentioned.</p> <p>SA also reported that a resident had queried a previous decision regarding their child breaking a window. At a General Meeting following the incident, a proposal had been voted on and accepted by the General Membership to seek the monies for repair from the individual family for the window, rather than have the repairs paid through general funds. The previous management committee had moved on this and sent a letter to the household. The household have now contacted CSS to say that they had sent a letter of mitigation in December which had not been considered. Neither CSS nor the previous management committee had knowledge of the letter. It was decided that the household be asked to resubmit the letter for consideration. In the absence of new information, the new management committee is not in a position to change the previous decision.</p>	<p>For CC to clarify nature of reports to CSS.</p> <p>For CSS to send letters.</p> <p>For CSS to request copy of the letter. If no copy received for consideration, previous decisions remain valid.</p>
<p>Sub Group Reports.</p> <p>Gardening: GB reported that the garden would need to access some of its budget this coming financial year.</p> <p>Maintenance. General discussion about various maintenance items. Long discussion regarding mice infestation in specific properties and how best to manage these.</p> <p>PH outlined the issues re the growing age of properties. Acknowledged that certain cyclical household repairs are becoming more critical – particularly kitchen and bathroom maintenance. General discussion about benefits of an identifiable small contractor for “odd jobs”. Generally thought to be worth investigating</p>	<p>PR to co-ordinate pest control IB to clarify Lambeth Pest Control Services</p> <p>All committee members to investigate possible small contactors and report to PH/PR</p>
<p>Agenda Items</p> <p>No specific agenda items</p>	
<p>Any Other Business. PR asked about childcare for committee meetings. There is provision for childcare, but no clarification as to what this was.</p>	<p>AOL to clarify</p>

<p>PR asked about children's Easter Egg hunt over holidays. Committee unclear as to any local plans but voted to contribute up to £50 should there prove to be any planned activity and if it is approached.</p> <p>KW asked about water stop cocks in houses. PH informed the committee that this was an ongoing issue and that Iroko had not taken handover from CSS on this issue as clarification of both whereabouts of stopcocks and if working or not needed.</p> <p>The committee was also informed of the provision of a laptop computer and a printer available for Iroko business. It was decided that this should come to GB as the secretary. As GB on holiday for 2 weeks, in the short term PH will receive from previous secretary.</p>	<p>provision.</p> <p>PR to co-ordinate</p> <p>CC to clarify by next meeting.</p> <p>GB to co-ordinate.</p>
<p>Dates of future meetings</p> <p>Two sets of possible meeting dates were tabled – one for a meeting every month and one for a meeting every 6 weeks. It was decided that, given the volume of business to be covered regarding ongoing ratification of new policies, that the meeting should be monthly for now with a possible review later in the life of the committee. For ease of planning, the monthly meeting schedule was accepted. AOL asked the committee to consider dates for General Meeting for members to review budgets and rents. As this will be discussed in the management committee in the now proposed date of the 6th of August, it was decided to plan the General Meeting to discuss and vote on budget and rents to be the 15th of August 2009 from 10-12am. This meeting will be for this purpose alone.</p>	<p>GB to confirm room availability with IN and circulate to general membership.</p> <p>CC to confirm availability of Rooms for General Meeting of 15th of August</p>
<p>Next Meeting of Management Committee Thursday 7th of May 2009 from 7-9pm. Room to be confirmed</p>	

Signatures:

Name and Position	Date