

## **Battersea Fields Resident Management Organisation Ltd**

### **Minutes of the General Meeting**

**Wednesday 25 October 2018**

#### **Present:**

Val Boxall (Chair)  
Tony Self (TS) – Vice Chair  
Vicky Dickson (VD) – Board Member  
Marie Collins (MC) – Board Member  
Ayo Oyelami (AO) – Board Member  
Malcolm Shoesmith (MS) – Board Member  
Gary Seily (GS) – Board Member  
Danielle Parrott (DP) – Board Member  
Sue Devine (SD) – Residents Services Manager  
Vanessa Antar (VA) – Housing Manager  
Godfrey Agaba (GA) – Finance Manager (left meeting after Finance report)  
Jo Baxter (JB) – Resident Participation Officer WBC  
Kate Stock (KS) – WBC Councillor  
Paul White (PW) – WBC Councillor

#### **Apologies**

None

The Board approved the minutes from the previous meeting. There were no matters arising or declarations of interest.

#### **Finance report**

Board Members reviewed the report for the period to 30/09/18 and GA explained the content of each page and elaborated on key points as follows:

- On income; at the end of September 2018, the budgeted M&M income was £323,823, all of which had been invoiced and received.
- On expenditure; staff, non-service chargeable, tenants and estate repairs were overspent. The overall position for the period was nonetheless a surplus of £38,869.

#### **Housing manager report**

VA reported back on progress in relation to the following:

- Sprinklers and the council's proposal to install them on buildings. VA welcomed Councillor Stock and Councillor White who took questions from a number of residents in relation to the proposal. Residents expressed some reservations including the cost, possible damage to compartmentation and accidental water damage.
- Bin chutes – A contractor was selected to carry out upgrades to enhance fire safety. The works are intended to prevent any fire starting in the bin chamber from spreading into the communal areas via the chutes. The works are anticipated to take at least 8 weeks to complete. Meanwhile, there've been instances of blocked and damaged chutes which have been difficult, time consuming and expensive to result. Should these continue, there'll be little alternative but to permanently decommission them.
- Front entrance door checks – have resumed with a new contractor, QFPC on a trial basis at Walden House.
- Deep clean – taking place between 15 October and 23 November 2018.
- Controlled parking – Expected implementation on 17 December 2018. Information can be accessed from WBC's website.
- Door entry system – WBC have advised that a new specification would be ready in January 2019. Following this, the works would be subject to section 20 notices and scheduled to start around mid-2019.

#### Comments from Chair and Vice-Chair

Social Subcommittee – VB reminded everybody about the Halloween party on 27/11/18. The 50 Panto tickets were all sold. Christmas party being organised and date due to be confirmed.



Cleaning Subcommittee – TS gave further details of the deep clean underway.

VB thanked everybody for attending.

VB advised that VA was imminently travelling abroad and thus sadly leaving BF. VB and the rest of the Board thanked VA for her hard work. Likewise, VA thanked the Board for their excellent hard work and support.

6/2/19

**END OF MEETING – 8.15pm**

 V. Dickson  


## General meeting 25 October 2018 – Housing Manager's verbal update

### Sprinklers

Most residents will be aware of the council's proposal to install sprinklers on buildings – especially those of you who live in the 5 tall blocks (as this proposal concerns just these blocks) where you will have seen various communications posted in the lobby areas. Nothing has been decided yet and Wandsworth will continue to update residents and share details of key dates.

However, we've had some enquiries along the way about the consultation and the proposal generally so we thought tonight's meeting would be a great opportunity to clarify any doubts residents may have, and are grateful that Councillor **Paul White** and Councillor **Kate Stock** for agreeing to come along to answer any questions.

*VA invited questions about the proposal to install sprinklers.*

### Bin chutes

We recently provided an update on this in the newsletter where we informed residents that we've completed surveys of the chutes and have selected a contractor to carry out important upgrades on all the chutes to enhance fire safety. The works will mainly be within the bin room areas, and are intended to prevent any fire starting in the bin chamber from spreading into the communal areas via the chutes. So there'll be a little disruption on the day but will give residents advanced notice.

As the parts needed are being made to measure, the works will take a while to complete and we're hoping to have made a start on some of the buildings by Christmas.

Unfortunately though, we're continuing to deal with blocked chutes, including within the designated as out of service. These are almost always caused by residents disposing of unsuitable items down the chutes. These blockages are difficult, time consuming and expensive to resolve and become a health hazard.

So, though we are proceeding with the fire safety works on the chutes are advising residents that any chute that gets blocked or damaged because of inappropriate use will have to be permanently decommissioned.

### Front entrance door checks

Most residents will know from previous correspondence and updates about the need to inspect all the front doors to ensure that they are fire safe, and some of you here may have had their door inspected already. There's been a bit of break on this over the summer but we've now started again with a new contractor called **QFPC**, who started booking appointments at Walden. You'll hear directly from Joel or Charley – please provide access so that your door can be checked and we can ensure it's OK. Once they've completed Walden, they start the surveys in another of the tall blocks – we'll give residents advanced of when you can expect to hear from Joel or Charley.

### **Deep clean**

The deep cleans on the 15 October and will continue until 23 November. Hopefully those of you who've had their blocks already cleaned are happy with the results. We really want to hear your feedback on this to keep on improving and to bring up any issues with our cleaning contractor.

### **Controlled parking update**

I've checked with parking department and they've advised that they're working towards implementing the scheme on 17 December 2018, providing they don't encounter any delays. They said that residents will get a letter with firm details soon. They've uploaded loads of information on the council's website – you'll find minutes, reports, costs of the permits (the first resident permit costs £146 per year if obtained online and £166 over the counter).

### **Door entry system**

Residents will be aware of the unfortunate delay on the work to renew the door entry systems following the company going into liquidation. I know that some of the systems keep on breaking down and that residents are concerned about security in their buildings. Unfortunately, with the company going into liquidation, Wandsworth have been having to follow a process to get a new contractor. So, even if it may not seem like it, things have been happening behind the scenes.

The latest update is that the door entry contract is now being processed by Wandsworth's consultants and a new specification should be ready in January 2019. Following this, the works will be subject to section 20 notices and the works scheduled for the middle part of 2019.

## FINANCE REPORT AS AT 30<sup>th</sup> SEP 2018

### GENERAL MEETING ON 25<sup>th</sup> OCT 2018

#### 1- SUMMARY: FINANCIAL HEALTH (see Appendices 1 & 2)

This is an income & expenditure summary as at 30<sup>th</sup> Sep 2018 with the following highlights:

##### a) INCOME

- At end of Sep 18, budgeted M&M income was £323,823 and all this had been invoiced and received.
- Budgeted Q.1 & Q.2 interest on rent of £3,694. This is received a quarter in arrears, Q.2 was invoiced on 09/10/2018 but Q.1 yet to be invoiced due to a mix up at WBC. Total amount to be invoiced (Q.1 & Q.2) is £3,632. That's £62 less than budgeted
- Cohesion: income of £762 was received against no budget.
- The other income: £19,201 has been received. This is income from key, membership, parking permits and recharge from Wandsworth (void repairs).

Overall, budgeted income for the period was £323,823 and £343,785 was received. That's £19,962 more than budget.

##### b) EXPENDITURE

- Expenditure breakdown for the period is as follows:
  - **General admin:** actual cost was £37,177 V £37,203 budget. £26 under spend
  - **Staff costs:** actual cost was £84,163 V £75,707 budget. £8,456 over spend (temp staff)
  - **Committee admin:** actual cost was £85 V £1,430 budget. £1,345 under spend
  - **Non-service chargeable costs:** actual cost was £13,529 V no budget. £13,529 over spend
  - **Tenant repairs:** actual cost was £74,176 V £49,101 budget. £25,075 over spend
  - **Block repairs:** actual cost was £4,283 V £11,527 budget. £7,224 under spend
  - **Estate Costs:** actual cost was £69,036 V £85,988 budget. £16,952 over spend
  - **Estimated Liabilities/commitments:** £22,467 set aside to cover: dumping of rubbish = £4,500, emergency response = £12,966, saffron repairs = £5,000.

The total expenditure for the period is £304,917 against actual income of £343,785. This leaves a surplus for the period of £38,869.

#### 2- FINANCIAL TRENDS & ANY ABNORMALITIES.

##### a) Cash flow

###### ■ Main account

- Account opening balance was £61,547
- £51,606 was received (£50,000 from savings account)
- payments totalling to £72,334 cleared from the account. This left a balance of £40,819
- Uncleared cheques totalling £20,369 were on the account at month end. If these were to be cashed this would leave an account balance of £20,450.

###### ■ Savings account

- The opening was £933,511
- £50,000 was transferred to main account
- This left a closing balance of £883,511

###### ■ Cohesion account

- The opening balance was £10,202
- £630 was received on the account
- This left a closing balance of £10,832

#### 3- A.O.B

- Santander savings account





# Appendix.1

MGT STATEMENT: APR - SEP 18		2018/19	Q.1. APR - JUN 2018			Q.2. JUL - SEP 2018		
	ANNUAL BUDGET		BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
INCOME (note.1)								
M&M Allowance	647,646		161,911	161,911	0	323,823	323,823	(0)
Interest on Rent	7,388		-	-	-	-	-	-
Cohesion Receipts	-		-	132	132	-	762	762
Other Receipts (incl rent interest)	-		-	18,730	18,730	-	19,201	19,201
<b>TOTAL INCOME</b>	<b>655,034</b>		<b>161,911</b>	<b>180,773</b>	<b>18,862</b>	<b>323,823</b>	<b>343,785</b>	<b>19,962</b>
EXPENDITURE								
General Admin Costs - (note 2)	74,405		18,601	16,077	(2,524)	37,203	37,177	(26)
Staff Costs (salaries) - (note 3)	151,413		37,853	42,138	4,285	75,707	84,163	8,456
Committee Administration (note 4)	2,860		715	85	(630)	1,430	85	(1,345)
Non-Service charge costs (note 5)	-		-	8,272	8,272	-	13,529	13,529
Tenant Repairs - (note 6)	98,201		24,550	43,470	18,920	49,101	74,176	25,075
Block Repair Costs - (note 7)	23,054		5,764	537	(5,227)	11,527	4,283	(7,244)
Estate & Other Costs - (note 8)	171,976		42,994	38,500	(4,494)	85,988	69,036	(16,952)
Committed Costs	-		-	14,483	14,483	-	22,467	22,467
<b>TOTAL EXPENDITURE</b>	<b>521,910</b>		<b>130,477</b>	<b>163,563</b>	<b>33,086</b>	<b>260,956</b>	<b>304,917</b>	<b>43,961</b>
<b>Profit (Loss) for the Period</b>	<b>133,124</b>		<b>31,434</b>	<b>17,210</b>	<b>(14,224)</b>	<b>62,867</b>	<b>38,869</b>	<b>(23,998)</b>





## Appendix. 2

Income - note. 1		Apr-Jun18	Apr-Sep18
1100 - M&M Allowances		161,911	323,823
1400 - Cohesion Receipts		132	762
1500 - Other Income			
1502 - Key & Parking Receipts		126	597
1504 - Other Recharges		18,604	18,604
<b>Total Income</b>		<b>180,773</b>	<b>343,785</b>
Expense		Apr-Jun18	Apr-Sep18
<b>2100 - Gen Admin Costs - note. 2</b>			
2101 - Office Security		373	373
2102 - Software Costs		1,938	3,142
2103 - Stationary & Postage		461	1,153
2104 - Telephone		204	3,411
2105 - Office Cleaning		645	1,013
2106 - Cash Collection		0	633
2107 - Rent		1,404	2,340
2108 - Equipment Rental		983	1,383
2109 - Business Rates		284	572
2110 - Other Office Costs		395	1,568
2111 - Heating & Electricity		1,275	1,882
2112 - Office Repairs		898	1,003
2112 - Office Repairs		0	100
2113 - Interpretation & similar		0	4,439
2115 - Professional Fees			
Accounting & Book Keeping		6,620	12,368
Audit		0	200
Governance		0	536
HR		192	395
Payroll		149	209
Translation		254	331
2116 - Other Office Costs		0	0
2119 - Staff Training		0	125
<b>Total 2100 - Gen Admin Costs</b>		<b>16,077</b>	<b>37,177</b>
<b>2300 - Comm &amp; Board - note. 4</b>			
2303 - Subsistence & Travel		85	85
<b>Total 2300 - Comm &amp; Board</b>		<b>85</b>	<b>85</b>
<b>2200 - Staff Costs - note. 3</b>			
2201 - Gross Salaries		16,927	40,198
2202 - Employer NIC		0	847
2203 - Employer Pension		1,145	5,669
2204 - Past Service Pension		3,770	7,540
2206 - Temporary Staff Costs		20,296	29,909
<b>Total 2200 - Staff Costs</b>		<b>42,138</b>	<b>84,163</b>
<b>2400 - Non-SERV Chg. Cost - note. 5</b>			
2401 - Cohesion Expenses		1,696	2,361
2402 - Grant Expenses		1,250	1,250
2403 - Insurance R&M Costs			
Block & Estate Insurance Costs		825	1,545
Tenant - Insurance Costs		1,903	4,583
2404 - Other Non-Serv Costs		2,606	3,706
2405 - Debt Collection Costs			
Vilcol - debt agency		-8	-15
<b>Total 2400 - Non-Serv Chg Cost</b>		<b>8,272</b>	<b>13,529</b>
<b>2500 - Tenant R&amp;M Costs - note. 6</b>			
2501 - General Tenant Repairs		6,982	12,151
2502 - Internal Electrics		2,616	3,408
2503 - Tenant Recharges		0	18,019
2504 - Void Repairs		33,872	40,528
2500 - Tenant R&M Costs - Other		0	71
<b>Total 2500 - Tenant R&amp;M Costs</b>		<b>43,470</b>	<b>74,176</b>
<b>2600 - Block R&amp;M Costs - note. 7</b>			
2601 - General Block Repairs		498	4,244
2603 - Electrical & Lighting		39	39
<b>Total 2600 - Block R&amp;M Costs</b>		<b>537</b>	<b>4,283</b>
<b>2700 - Estate Costs - note. 8</b>			
2701 - Estate Cleaning		27,491	55,260
2702 - Paladins		7,769	7,769
2705 - Misc Estate Costs		0	878
2706 - WINDOW CLEANING		579	579
2707 - Bulk Rubbish Dumping		2,660	4,550
<b>Total 2700 - Estate Costs</b>		<b>38,500</b>	<b>69,036</b>



Battersea Fields Resident Management Organisation

General Meeting to be held at WALDEN House Office

Thursday 25<sup>th</sup> October 2018 @ 7pm

### Light refreshments



1	Welcome/Apologies	Chair
2	Minutes of last meeting/Matters arising	Chair
3	Finance Report	Godfrey
4	Report from Housing Manager	Vanesa
5	Report from Sub-Committees	Board
6	Comments from the Chair	Chair
7	AOB	Chair
8	Date and time of next meeting	Chair

**Note:** if you have any points you wish to raise which are appropriate to a **General meeting** please post them through the letter-box of the Walden Office. You may raise points on the night without giving notice, but we may not be able to fully answer them there and then.

Any personal issues please address to the Housing Manager after the meeting or next day.

