

Board Meeting-20241118_173938-Meeting Recording

November 18, 2024, 5:39PM

Present

Elvira Hernansanz Perez Chair

Anderson Philip Vice Chair

Stephen Kerbel Secretary

Peter Matthews Vice Secretary (Via Teams)

Amanda Tracey Treasurer

Jackie Steer Vice Treasurer

Angie Lieu Vice Treasurer

Linda Bishop

Sylvia Newman

Alfredo Liguori

Anderson Vital

Also present

Stefan Tavernier-Gustav Estate Director

Nigel Edwards Lambeth Council (Via Teams)

sk

No Conflicts of interest declared.

SK Training update.

Has progressed with Shau Match of Prentis Solutions a training company introduce to us by Stefan. His trainer Mekor Newman o Newmanfrancis.

He prepares training by comparing his kite mark for good against the client to identify the gaps in our skills, abilities and how we operate. I hope to come to everybody by e-mail within 10 days. GDPR cooperatives Our rules as a cooperative society and the MMA .

SK AR30 update

Documents were understood already sent to Jessops but this proved to be wrong. SK has amended the documents in draft correcting errors made. We are ready to send to the auditors who have agreed to type up the changes needed to the AR30 and submit it to the FCA hopefully within 10 days. The formal deadline for the submission

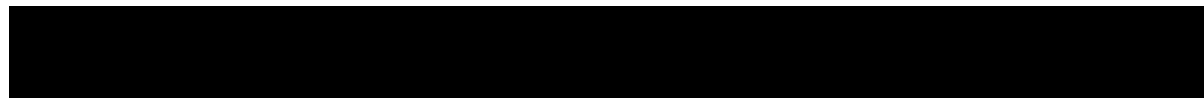
of the AR30 is end November.

SK HR update

The HR committee met with Stefan for a probationary period interim appraisal. I will soon complete a draft appraisal document which will be passed to the other HR members who attended. All answers will be collated and send to Stefan for his inputs and responses.

SK Lloyds Bank update.

We've got three different accounts.



They're sending within 10 days bank statements and documents to change the signatories to the account.

I am a signatory and a director. I will sign a declaration to remove the other signatories and this will be witnessed by Nigel Edwards. The Board will pass a resolution appointing new signatories. New signatories will complete the banks paperwork.

Treasury Committee report.

Amanda and Jackie's resignations are withdrawn.

The committee proposed having the whole board attend monthly Treasury Committee meetings as they are so important.

There are many problems to sort out and everyone needs to be aware of them.

Urgent to get new signatories to the Unity Trust Bank accounts.

We need meetings with the staff to best understand how the processes operate. A list of anomalies in invoices and payments was introduced as examples of the urgent need.

The committee was disappointed that it had taken so long to hold the first meeting with Stefan and at their inability at that meeting to analyse any documents.

Stefan declared that finance is not his remit. His job stops at the point the invoices come in. They are recorded by Maggie passed to the accountant who checks them they then pass to Mikeal who pays them.

Stefan promoted the idea that Cynthia the accountant should come into the office more and undertake all the invoice data entry herself rather than Maggie doing it in the office.

Amanda said it has always been done by the office clerk without problem in the past.

Parking committee update

No first meeting yet.

Sheds Update.

Stefan has submitted a draft shed agreement and explained the significance of not having an agreement in place.

Events update

Request from the office to give them £500 for an event to pay for an extra staff member for an event with children from their state.

Linda will look at options for a Christmas even

Finance Update

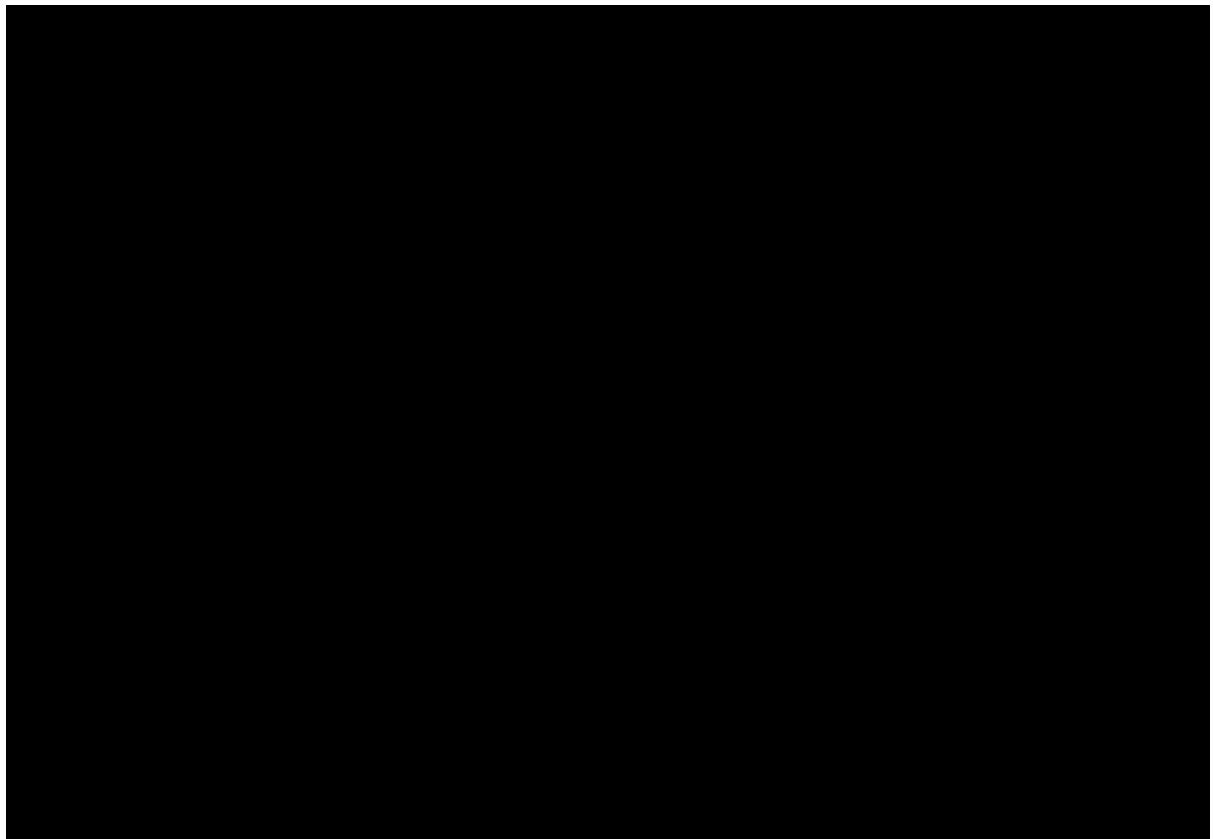
It is proposed to open a new bank account at Lloyds to accept the estate payments for parking sheds and bike stores

Income has improved over the last four month and deficits have reduced.

There has been an increase in front of house costs.

In repairs and maintenance, we're trying to fix more things before we get into disrepair.

Stefan - I'll speak to Dave tomorrow, but I'll make a note because I'm finding in the budget spending money in things that should not be there. For example, CCTV installation and maintenance.



The document circulated to the Board detailing the arrears contained identifiers of the residents. Stefan apologised. We will each delete the document from our emails.

Christmas Holidays

Agreement to letting the office staff have the 24th off as a holiday.

25 and 26 are bank holidays

27 and 31 the office will be open until 3.30pm.

1st is a bank holiday.

Secretary Update

The Board will explore getting a professional minute taker and employing one is agreed.

Meeting closed 7.30pm