

The BIG Yeller

General Meeting Agenda

21st Nov 2017, 18:30 Yard Theatre

Prospective Member's Surgery is from 6.00pm to 6.30pm and is for prospective members to get any support and advice about becoming a member of the co-op.

GM
21 Nov 2017

1. Introductions
2. Minutes of last GM
3. Correction to minutes of September's GM
4. Committe report
5. Ratification of committee decisions Notice to Quit items 1.2 and 1.3
6. Amendment to Financial Standing Orders First Reading.

The committee recommends voting for this motion

7. Any other business (to be given to the chair before meeting starts)

Closed session

8. Election of New Member: Krishna Stott
9. Matters referred to closed session

General Meeting Minutes

17th Oct 2017 18:32 BST

Chair: Keith Underhill **Minutes:** Nicola Hallett / Keith Underhill

Members present:

13 Elected Committee members present 3/9

Eddie Koehler, Helen Batchelor, Helen Gale, James Walker Sherif, John Maloney, Keith Reynolds, Keith Underhill, Lee Fullwood, Liis-Maria Toomsalu, Nicola Hallett, Shelagh Murphy, Shoshanah Cohen, Susanne Hofmann

Non Members present: (0)

1. Introductions

None

2. Minutes of Last GM

Minutes were PASSED as a true and correct record unanimously

3. Committee report

No questions

4. AOB

It was proposed that the vehicle gate should be closed permanently.

Proposed by Shelagh Murphy Seconded by Eddie Koehler
Shoshanah Cohen and Lee Fullwood spoke against
The was passed 6 in favour 3 against and 2 Abstentions

6. Maintenance Coordinator Election

Lee Fullwood stood for election and was asked a number of questions

Lee Fullwood was elected with 3 abstentions



Closed session

None

The meeting finished at 18:45



HFC Committee Minutes 7th Nov 2017

Committee Members Present: Keith Underhill (Secretary/ Minutes), Shoshanah Cohen, Helen Gale, Lee Jones, Rob Harrison

Others present: Sue Corcoran, Shelagh Murphy
Apologies: Paul Fitzgerald, Lee Fullwood

Not Present: Kallum Tolkein, Matt Dunning, Pauline Smit¹.

1. Mosscafe

- 1.1 Total Arrears are £14,993 last month was £15,521
- 1.2 It was agreed to serve a Notice To Quit for flat 8.
- 1.3 It was agreed to serve a Notice To Quit for flat 210

2. Minutes

2.24 Auditors report (2017 May 6) Lee to respond

2.25 Buying the building (2017 May 8) Seeking legal advice

2.27 Management Training (2017 June) it was agreed to spend up to £500 on management training primarily for the committee and other interested members.

2.28 Maintenance Worker: (2017 September 6) It was agreed that up to £6k should be allocated for buying in assistance to maintenance.

3. G02 Shelagh reported that this flat has problems with damp and heating which may require a lot of money to be fixed.

4.) Cheque to Hafsah should be reissued. This is an emergency decision.

5.) Vehicle Gate: Keith agreed to action the gate closure.

6.) Software it was agreed in principle to kook at purchasing software for maintenance and membership

FINANCIAL STANDING ORDERS

1. Banking

1.1 Accounts shall be maintained in the name of the co-op with financial institutions approved by the co-op

2. The Accounts

2.1 The Homes for Change financial year shall be from 1st October to 30th September.

2.2 The accounts shall be kept so that:

2.2.1 Legal requirements are met.

2.2.2 Final accounts in the recommended form are produced.

2.2.3 Suitable information for financial control is available.

2.3 The Treasurer is responsible for ensuring that the accounts are prepared and a suitable accounting system is being used

3 Budget

3.1 The Treasurer shall prepare an annual budget

3.2 Budgetary control statements shall be presented to the Committee on a quarterly basis.

4 Income

4.1 The co-op is to be safeguarded against loss of income by:

4.1.1 Prompt claiming of grants or monies due.

4.1.2 Prompt action against debtors.

4.1.3 Comprehensive accounting procedures and internal controls for all income sources.

4.2 Unpaid amounts shall only be written off with the approval of the Committee.

4.3 Personal cheques shall not be cashed nor shall IOUs be accepted out of monies held by the co-op.

5 Orders

5.1 Individual orders for non maintenance items which are estimated to commit the co-op to an amount more than £350.00 must be approved by the co-op.

5.2 Individual orders costing less than £350 may be approved by the Treasurer or by the relevant coordinator.

6 Audit

6.1 The Co-op shall have its accounts audited annually by a properly qualified and independent person.

7 Payments

7.1.1 The Treasurer may allow payments up to £500.00

7.2 Non-maintenance payments over £500 need the approval of the co-op, unless already agreed. The following being exempt:

7.2.1 Insurance payments

7.2.2 Auditor's fees

7.2.3 Gas, electricity, and water rates payments

7.2.4 Phone bills and Internet Services

7.2.5 Salaries and payments to sub-contractors

7.2.6 Maintenance work of up to £2,000, as long as the work has been approved in line with the Repairs procedure.

7.2.7 Emergency maintenance work of up to £4000, as long as the work has been approved under the Repairs procedure. This spending must be brought to the attention of the next Committee meeting and evidence of value for money must be provided.

7.3 All payments will be made against an invoice certified by the relevant coordinator, as well as the Co-op member who has ordered the work.

Certification implies:

7.3.1 Receipt of the goods/service on satisfactory terms and conditions, or

7.3.2 Acknowledgement that advance payment is within the policy of the co-op.

7.3.4 The accuracy of the account

7.3.5 The expense can be met within the budget, or is an earlier agreed overspend.

7.4 All cheques need two signatures.

7.5 Five named members shall be allowed to sign cheques for the co-op.

7.6 Blank cheques will never be signed.

7.7 Petty cash will not be maintained other than for the collection of £1 shares.

7.8 The co-op will maintain a debit card which will be drawn on a separate account with a sweep of £700. The card will be in the name of the treasurer (or other authorised person). It will be made available to members who need to buy goods or services for the co-op at the discretion of the treasurer.

8 Personal Expenditure

8.1 When undertaking business on for Homes for Change, members of the co-op or members of staff are allowed to claim for any reasonable personal expenses that they may incur.

9 Salaries and Wages

9.1 Salaries and benefits paid to staff, shall be on the basis of the contract of employment as agreed by the Committee.

10 Insurance

10.1 The Treasurer shall effect all insurance cover and negotiate all claims with the help of other members, where necessary.

10.2 The Treasurer is responsible for checking that insurance policies are not invalidated by failure to meet the terms and conditions.

10.3 Members shall let the Treasurer know about all new risks, and of any loss, liability or damage or any event likely to lead to a claim.

A Dead Statesman by Rudyard Kipling

I could not dig; I dared not rob:
Therefore I lied to please the mob.
Now all my lies are proved untrue
And I must face the men I slew.
What tale shall serve me here among
Mine angry and defrauded young?



www.homesforchange.co.uk

Homes for Change, Unit 25, 41 Old Birley Street, Hulme, Manchester, M15 5RE,
T: 0161 232 9801, E: info@homesforchange.co.uk

 HOMES
FOR
CHANGE