

# LUXBOROUGH TOWER

Luxborough Tower Residents Association

Minutes (Draft)

Annual General Meeting 27 11 2013

1. Apologies were received from Denise Atkinson-Hines, Nigel Greenhill, Jennifer Grimshaw, Anwar Mohmed Karime and Sara Mackay

2. Attendance, Josephina Becci, Alison Dow, Ken Heaver, Andrew Hughes, Michael King, Graham Lawson, Judith Llewellyn, Andrew Murray, Alex Reid. Judith Slack, Antony Styant, Zara Tempest, Nick Vinson, Judy Wardell and Elizabeth Young. From City West Homes as observers, Martina Brown and Daren Townsend.

3. Approval of minutes of SGM. The minutes from the SGM were approved

4. Report of activities by Treasurer. Andrew Hughes reported on the challenge of getting the bank account under the control of the LTRA. The pass book savings account we have with Santander at the moment is obsolete and so we cannot change the signatories. Proposal 1 - to open a new business account. He has a meeting next week when he is looking to open a new Business Current Account with Santander. Proposal 2 - to explore an annual "Audit Letter". When the account is established he will ask the bank if they can issue an "Audit Letter" annually in October to satisfy the requirements of the constitution. These proposals were unanimously approved by the meeting.

He presented spread sheets and informed the meeting that the current balance of 2138.00 pounds was subject to some deductions for retrospective expenses not yet finalised.

The accounts have been audited and the auditors comments included : 'Useful spreadsheet, but difficulty with the different financial years. Little to check, except EY's expenses, a difficult position. I gather these have been seen by CWH so I only gave them a limited check. Things you know but need to be actioned: Follow the CWH financial year: April - March. Stop retrospective claims. You need an expenses policy: should you really be paying all those phone bills, for example, even if only a reasonable proportion? Get control of the Bank Book. You must have access to the funds. In general with funds like these, use them or lose them. A Treasurer must encourage sensible spending or someone will decide that you don't need the money at after all'.

The application to City West Homes for this years grant is 400 pounds, which relies on the LTRA having an active membership which is revalidated every 3 years. As the recent membership drive was very successful this grant has been applied for. The meeting thanked Andrew for all his hard work on this matter.

5. Membership, Andrew Hughes and Nick Vinson reported on the successful recent membership drive. The LTRA currently has more than 70 members and represents more than 60 of the 115 flats, which is more than half. The meeting thanked Nick Vinson, Andrew Hughes, Denise Atkinson Hines, Sara Mackay and Alison Dow for their stellar efforts in the membership drive.

6. Report of activities by Secretary, Nick Vinson explained that the LTRA Committee had meet on 17 04 13, 24 04 13, 23 05 13, 10 07 13, 11 10 13 and 24 10 13. The minutes were available for all residents to read on the notice board and posted on the Luxborough Tower Facebook page in an effort to communicate more with residents. Meetings have been run efficiently, turn out as been very high, engagement good and there is a general sense of cooperation and many have put a lot of work in.

7. Report of activities by Chairman, Alex Reid explained that this year individual members of the committee had taken on responsibility for individual areas such as security, day to day maintenance, gardening, service charges, major works and the potential re-landscaping works if the Library goes ahead. Substantial reductions have been made to service charges thanks to Jennifer Grimshaw's efforts of checking each and every expense. Compensation relating to damage of the Northern Access Road, paving, bollards, curbs etc by the University is still ongoing. Leading landscape architects and architects were appointed at Westminster City Council's expense to produce a plan for re-landscaping and new secure boundaries in relation to the potential Library, this has been done in consultation with residents. With regard to potential/possible major works ( drains, windows, repair of the roof and repainting) Alex Reid produced a "Statement of aims" for the LTRA concerning major works which has been sent to senior staff at CWH. The LTRA is also investigating Right to Manage through the TMO's and is examining if this can also manage potential major works. There is a lot of concern for poor service delivery and unsatisfactory windows of bad value due to experience of other CWH managed blocks such as Halfield. Darren Townsend noted that Church Street apparently has 100% leaseholder satisfaction for recent new windows. He also noted, in relation to major works and the LTRA's statement of aims that the new LTRA with such strong membership numbers are in a very strong position when it comes to negotiating with CWH.

#### 8. Reports by committee members on:

Gardens, Sarah Mackay's garden report was read by Nick Vinson. It was noted that we have had an Aerial Grant thanks to Martina Brown's suggestion and planted new hedges around the perimeter which not only provide a visual benefit but, when mature will help provide more security and stop people climbing over the low hedge. The LTRA is in regular contact with Peter Vaz and the gardeners, who not only planted the hedges but added new planting in the lawns and have pruned and replanted in the three other main planted areas. Lawns are regularly mowed and trees are in good health.

Service charges (Jennifer Grimshaw prepared a report on the substantial service charge reductions to date, it was read by Andrew Hughes. This involved total savings of £36,885, including heating refund and reduction in cost of lift major works. A note of thanks was given by all present to Jennifer for her very hard work on this matter. It was also mentioned how difficult residents find the current service charge statements to understand.

#### 9. Approval of new Standing Orders.

Andrew Hughes and Jennifer Grimshaw have worked on the new standing orders which were previously agreed by the LTRA committee. They were circulated to all residents with the AGM notice on 04 11 13. They are very conventional and follow CWH's guidelines. There were no comments or amendments from the meeting and they were formally approved. The meeting thanked Andrew Hughes for all his hard work.

#### 10. Any other business.

Elizabeth Young informed the meeting that the a bill producing restrictions on double basements was progressing through through Parliament. Elizabeth Young also informed the meeting that according to her sources planning have 100 letters in against of the library and one for it.

#### 11. Election of Committee members for coming year

Alex Reid passed the chairing of the meeting to Daren Townsend, Resident Relations, City West Homes.

The current LTRA committee stood down.

12 residents have stood for election to the LTRA committee, and as it was assumed that all are still happy to stand all 14 were duly elected to the committee.

The new committee is made up of Josephine Becci, Alison Dow, Nigel Greenhill, Jennifer Grimshaw, Denise Atkinson-Hines , Andrew Hughes, Michael King, Sara Mackay, Olivia Oakley, Alex Reid, Judie Slack, Nick Vinson, Judy Wardell and Elizabeth Young

The new committee will elect officers at the next meeting, in the meantime the current officers will stay on in their posts in the interim.

#### 13. Date of the next meeting

Monday December 16th or as a back up Tuesday December 17th at 6.45 was agreed by those present. Nick Vinson to contact the rest of the new committee ( unable to attend tonight) and will inform all committee members via email.

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