



## Meeting Timetable 2017 – 18

All meetings are held at the Co-op office at 249 Lewisham Way, London SE4 1XF unless otherwise stated

Please note: Some dates and subject matter may change – please check the BTC web-site [www.brockleytenantsco-op](http://www.brockleytenantsco-op) we will inform you as soon as possible of any changes. Telephone your apologies for non-attendance to 020 8691 5898 or email [admin@brockley.coop](mailto:admin@brockley.coop)

	Day/Date	Time	Meeting	Open to all members & prospective members	Key Agenda Items
Sept - 17	Tuesday 19	7.30 p.m.	Management Committee Mtg.	Yes – first part 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Elect Committee Officer's – Chair, Vice-Chair, Secretary and Treasurer – other groups from Man Com Members i.e. Pros. Mem Shortlisting</li> <li><b>Focus on Finance</b></li> <li>Quarter 1 review (Apr – June) Man. Accounts/Allocations/Rent/Maintenance</li> </ul>
Oct - 17	Tuesday 17	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Risk Map and Health and Safety Report</li> <li>Management Agreement with Hexagon review/recommendations</li> </ul>
Nov – 17	Tuesday 7	7.30 p.m.	<b>General Meeting</b>	Open to all Members and Prospective Members	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Information - Half Year Budget Spend</li> <li>Information - Rent Decreases</li> <li>Speaker TBA</li> </ul>
	Tuesday 28	7.30 p.m.	Management Committee Mtg.	Open to all Members and Prospective Members	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li><b>Focus on Finance</b></li> <li>Quarter 2 review (July – Sept) Accounts/Allocations/Rents/Maintenance</li> <li>Budget Reforecast 2017/18 and Setting Budget Priorities 2018/19</li> </ul>
Dec - 17	Tuesday 12	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>No confidential part in this meeting unless matters arise to make it necessary</li> </ul>
Jan - 18	Tuesday 23	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li><b>Focus on Finance</b></li> <li>Quarter 3 Review (October – Dec) Man. Accounts/Allocations/Rent/Maintenance</li> <li>Review Draft Budget 2018/19</li> </ul>
Feb - 18	Tuesday 20	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>BTC Business Plan Review</li> </ul>
Mar - 18	Tuesday 20	7.30 p.m.	<b>General Meeting</b>	Open to all Members and Prospective Members	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Budget to be approved</li> <li>Speaker: To be Confirmed</li> </ul>
April - 18	Tuesday 24	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Health and Safety Report</li> </ul>
May - 18	Tuesday 22	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li><b>Focus on Finance</b></li> <li>Quarter 4 Review (October – Dec) Man. Accounts/Allocations/Rent/Maintenance</li> </ul>
June - 18	Tuesday 19	7.30 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Forward Planning – Cyclical Decorations/Repairs Report</li> <li>Sign Financial Statements</li> </ul>
July - 18	Saturday 14	3.00 p.m.	<b>Annual General Meeting and General Mtg.</b>	Open to all Members and Pros. Members	<ul style="list-style-type: none"> <li>End of Year Accounts and Audit Report</li> <li>Annual Report</li> <li>Election of Members</li> </ul>

Main Public Holidays during the above period: **Christmas Day** – Mon 25 Dec 17; **Boxing Day** – Tues 26 Dec 17; **New Year's Day** Mon 1 Jan 18; **Good Friday** 30 March 18; **Easter Monday** 2 April 18; **May Day** Mon 7 May 18 and **Spring Bank Holiday** Mon 28 May, 18.