Management Committee Meeting Minutes
Tuesday 24th February 2026
In person at 249 Lewisham Way, SE4 1XF at 7.00pm
And also on Zoom

Present in person: SL - Chair (CM), BR – (CM), AS– (CM), PB, EW & DR.

Present online: SF-Secretary (CM), GE – (CM), LW – (CM), FJ – (CM), SJ – (CM), AG – (CM), SC- (CM) TG, CM, MA, KV & IRJ-T

Perspective members Online: CC and BM

In attendance in person: MC (Operations Manager) SJ (Finance Manager), GO (Maintenance Surveyor), LB- (Housing Officer) & SKU (Administrator & Notes)

Item No:	Agenda Item	Action Approval Decision
1.	**Welcome and Apologies:** The Chair welcomed all those in attendance and declared the meeting quorate. **Apologies were received from:** MM (CM), JC (CM), ED (CM), MF, JF, EH, BH, SH & CJ **(Perspective Member)-** CR	
2.	**Declaration of interest:** None	
3.	**Approve the minutes of 13 January 2026:** Members were asked to review the minutes for accuracy. Minutes approved apart from amendment to add AG.	
4.	**Action List Updates:**	

24.10.23.7	**Census:** We are continuing to chase members to complete their Tenancy Audit forms.	
24.10.23.7	**Law Commission:** We are waiting for the law commission to report back this summer, and hopefully new rules will follow **Away day:** Away day action six for business WhatsApp still outstanding.	
16.01.24.6	**Plans for our new build**: Planning permission for the Ashmead garden site was first rejected. MC raised a complaint with the local authority. It was found that the architect's drawings were too small. The architect was given space sizes for a one bed by the planning officer but admitted he should have checked this himself. The architect will update the plans at no extra cost and resubmit them this week. He will report back to MC and GO before resubmitting.	
17.09.24.8	**Home Visits:** Two home visits remain outstanding, and members have confirmed to LB that they will complete them by the end of this week	
16.09.25	**Management Agreement from Hexagon:** Hexagon issued notice on the Management Agreement to seven of the eight Co-ops but did not issue notice to BTC. As a result of the delayed notice, BTC has until the end of May to sign the agreement. The Management Agreement has been sent to the lawyers. Once it is returned, a special meeting will be scheduled ahead of the General Meeting Balfour street, Three Boroughs and ABC are all signing the new Management Agreement before Andy Vincent, Hexagon's Director, leaves by the end of this week.	
28.10.25.6	**Last Away Day actions:**	
	Action 1- Promote involvement: BTC already doing this, so action now closed	Close
28.10.26.6	**Action 2 -Promote work & micro businesses of members.** Action closed as it has already been featured in the Voice Group's newsletter.	Close
		Close

28.10.26.6	**Action 3 -Recruitment of new members:** Action closed as this is already being done	Close
28.10.26.6	**Action 4 – Promote the benefits of belonging to the Cooperative:** Action closed as this is already being done.	
28.10.26.6	**Action 5- Create Management Committee Member drop-in sessions:** ongoing	SKU to organise
28.10.26.6	**Action 6- Setting up a business WhatsApp:** outstanding	
16.12.25	**First Aid Training & Defibrillator Information:** MC reported that she is waiting for Lewisham College to release the first aid course dates before sending out correspondence to members. Once the dates are available, members will have the opportunity to confirm their availability, after which MC will arrange bookings and make payment. Members also asked MC to circulate information on how to use a defibrillator; this information is already included in her management report and will additionally be sent by email. It was noted by those who have previously completed training that a first aid qualification is not required to use a defibrillator.	MC to send out dates, arrange bookings and make payment MC to send information on how to use defibrillator via email
13.01.26.5	**Theatre Trip refunds:** Action closed one refund outstanding BR will chase this up	BR will contact member about refund
5.	**Report Back from Voice Group:** BR reported back on behalf of the BTC Voice Group. The Voice Group held their first meeting of 2026 in February, which had an excellent turnout. They discussed plans for their summer trip. **Theatre & beach trip:** It was noted that travelling to Clacton-on-Sea would cost approximately £100 more than previous destinations. The following three transport quotes were presented for consideration: • A 37-seater coach: **£850** • A 53-seater coach: **£1025**	

	• A 55-seater coach with one wheelchair space: **£1175** The group usually allocates £70 for raffles, which helps make the journey more enjoyable. However, if the higher-priced coach is chosen, their current £3000 budget may not be sufficient. Panto tickets continue to be extremely popular, with demand often exceeding availability. To accommodate more participants in future, the group would like to increase the number of panto tickets and hire a larger coach for the summer trip. Doing so would require an increased budget, as the existing allocation may not cover the additional costs. As a result, BR requested a £500 increase to the Voice Group's budget. SL recommended increasing the BTC Voice budget by £500, and the proposal was seconded. Members voted, and the decision to approve the £500 increase was carried unanimously. SJ will update the draft budget to reflect this change. BR will proceed to reserve the coach that has one wheelchair space, and payment will be made in August. The date for the beach trip was confirmed for Saturday15th August 2026. **Street trees:** The Voice Group has applied for two street trees, one in Drakefell Road and the other in Halesworth Road. They will not receive an update until the end of February, once the charity funding the trees has inspected the proposed sites. The same location on Drakefell Road that was previously refused—due to being too close to the pavement—has been resubmitted. As there is still a risk of refusal, an alternative site has also been discussed. The volunteer is aware that the alternative location may be a short walk from their property. An update will be provided when available. Next BTC voice meeting scheduled this Sunday 1st March at 2pm on Zoom	BR to reserve coach that has one wheelchair space

	The groups February coffee afternoon was on the 7th February at Costa Café in Lewisham Shopping Centre. Next coffee afternoon is in April the date will be confirmed in the next Voice meeting.	
6.	**Managers' report:** **Rent convergence:** Rent convergence figure will impact Hexagon tenants from 2027-2028 as Hexagon will be able to add an extra £1 to the rent increase. After 2028 they can add £2 to the rent increase. **Court costs:** The costs for taking Hexagon tenants to court are extremely high, with fees approximately £2500 per case. The last case we did for Hexagon recently the judge reserved the costs meaning providing tenants adhere to their agreements, there should be no reason to go back to court, but if we go back to court we will ask for costs to be added. MC encourages all Hexagon tenants to avoid going to court for rent arrears, keep to their agreements and communicate with us where support is needed. **Monthly surgeries:** Monthly surgeries with Hexagon have restarted since the report was sent out **Co-op Monitoring officer:** The role for Hexagon Co-op worker hours has been increased from 6 hours a week to 30 hours to cover for Cooperatives and Agency managed properties. This is good news for all as it demonstrates Hexagon's commitment to keeping Co-op's **HECMAF:** HECMAF have been meeting primarily for the past 5 years working through the Management Agreement and they have worked effectively throughout this period. Coop day was considered successful in providing training for Hexagon staff. MC noted that it would be beneficial to continue these meetings as they provide a valuable forum for discussing common issues the Co-op's may be experiencing in relation to Hexagon. HECMAF was further recognised as a helpful and knowledgeable group of people. **Consortium:** GO and MC met with Mayors' office last week and GO is to provide quite a bit of data so	

	that the consultants can come up with bespoke solutions to comply with Net Zero 2030 in heritage homes. **Councillor Schmidt:** MC continues to meet with Councillor Schmidt. He has organised a Co-op development day within the council for next week. He is a supporter of housing Co-op's and very passionate about helping people who live in temporary accommodation to be housed as temporary housing is expensive for the borough. He is keen on all the ways of developing housing. MC has shared her knowledge about Co-op's and put him in touch with CASH and all her other connections so that he can get a better understanding of Co-ops. **S106 properties**: MC reported that she has identified a website listing S106 properties that have not yet received any expressions of interest. MC and GO are reviewing the ones located in Camberwell. **Complaints:** No new complaints were received. The stage two complaint heard on 13th January was not upheld. Mediation was offered, but the tenant refused. He has taken legal advice and gone to the local authority to make a formal complaint. **Ombudsman Richard Blakeway:** Ombudsman Richard Blakeway is stepping down in July. **Decent Home Standards:** The updated Decent Homes Standard is out. Key updates are included in MC's report. **Housing Officer Report:** **Rent arrears:** Rent arrears have reduced slightly. **Void property:** All properties are now occupied, with no remaining voids **Quarterly checks & Tenancy Audits:** LB continues to carry out her quarterly checks and maintain contact with our vulnerable tenants. **Census:** The census is ongoing	

	No questions were raised regarding the Housing Officer's report. **Maintenance Report:** **Repairs & Gas safety checks:** Standard repairs are in line with what is expected for this time of year, and the numbers remain reasonable. Gas safety inspections are progressing as planned. **Stock Condition Survey:** GO will be carrying out stock condition surveys for all Brockley properties to ensure properties are in good condition. GO will contact tenants to arrange appointments to do the surveys. It was noted that Hexagon undertake their own stock condition surveys. **Overhead closures:** Overhead door closers are being installed on front entrance doors and kitchen doors, in line with recommendations and requirements from the recent Fire Risk Assessment. The existing central chain does not meet compliance standards. It was noted that a standard overhead closer would not be suitable for wheelchair users; however, an automatic closer can be fitted to meet both accessibility and safety requirements. **Blue tooth fire alarms:** PB asked if it would be possible to email a guide outlining the protocol to follow when the blue tooth fire alarms are activated. **Radiator replacement on Friendly Street:** SJ requested an update on the radiator upgrade works at Friendly Street. GO has asked Tom, BTC's main gas engineer, to provide a quotation. It was noted that if an alternative contractor is used, Tommy would be unable to carry out repairs until the warranty period ends. GO will follow up with Tommy for the quotation and, if no response is received by the end of the week, he will seek an alternative contractor. **Finance managers' report:** Financial summary was presented using AI feature on QuickBooks for January 2026 – no questions were raised on this report.	GO to send to PB a guide on what to do when alarm is activated GO to follow up quotation for radiator replacement with Tommy
7.	**Draft Budget:** Draft budget for 2026/2027 was also presented for review and approval.	

	Insurance quote still outstanding once it arrives it will be added to the final budget which will be coming to the General Meeting. GE confirmed that SF's review of staff salary will not affect the budget drastically. The Chair asked Committee Members to vote on the draft budget going forward to the General Meeting. The decision was carried unanimously, and the draft budget was approved	
8.	**Staff Pay Award:** The Committee had previously agreed a 3.5% rent increase for Brockley. At the officers' meeting, a 2.5% staff salary increase was proposed. SL asked members to vote on the 2.5% salary increase, and the decision was carried unanimously. **Staff pay review:** SF was asked to undertake a pay review because some of our staff salaries were not in line with the market value. SF presented the findings of her pay review. She met with all staff individually to discuss their roles and job descriptions, which were found to be largely accurate. The only action from this was that MC will update the job descriptions to reflect a more modern office environment. As a result of some of the job descriptions, some wages were amended. Stephanie noted that she thoroughly enjoyed meeting with staff and thanked everyone, recognising and commending the valuable work they do.	MC to update job descriptions
9.	**Minutes of Policy Working Group 27th January 2026:** The minutes were included in the pack for information only, allowing members to review the discussions held in relation to the policies presented for approval.	
10.	**Anti-Social Behaviour Procedure:** The Anti-Social Behaviour Procedure policy was approved unanimously, with no objections or questions raised.	

	Rent Arrears Policy: The Rent Arrears policy was approved unanimously, with no objections or questions raised.	
	End Of Tenancy Procedure: The End of tenancy policy was approved unanimously, with no objections or questions raised.	
11.	**New Management Agreement:** MC already discussed this on the actions.	
12.	**AOB:** This year's AGM will take place on Saturday 25th July at 3pm. Members were asked whether they wished to continue using St Johns Church as the venue and Jerk Gardens as the caterers. It was noted that St Johns Church is centrally located and has lift access, and that while Jerk Gardens' food was well-received last year, the plates provided were quite thin. Members agreed that we should hold the AGM at the same venue and use the same caterers as last year, with more durable plates to be provided. MC will book the venue, and SKU will arrange the catering	MC & SKU

Next General Meeting Tuesday 7th April 2026 in person at 7pm

Signature.....Date 19/5/26