



Meeting Timetable 2018 – 19

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 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

Month	Day/Date	Time	Meeting	Open to all members & prospective members	Key Agenda Items
Sept - 18	Tuesday 25	7.00 p.m.	Management Committee Mtg.	Yes – first part 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Elect Committee Officer's – Chair, Vice-Chair, Secretary and Treasurer – other groups from Man Com Members i.e. Pros. Mem Shortlisting Focus on Finance <u>Quarter 1 review (Apr – June)</u> Man. Accounts/Allocations/Rent/Maintenance
Oct - 18	Tuesday 23	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Risk Map and Health and Safety Report Management Agreement with Hexagon review/recommendations
Nov – 18	Tuesday 20	7.00 p.m.	General Meeting	Open to all Members and Prospective Members	<ul style="list-style-type: none"> Regular Business Matters Information - Half Year Budget Spend Information - Rent Decreases Speaker TBA
Dec - 18	Tuesday 18	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters No confidential part in this meeting unless matters arise to make it necessary
Jan - 19	Tuesday 15	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Focus on Finance <u>Quarter 3 Review (October – Dec)</u> Man. Accounts/Allocations/Rent/Maintenance Review Draft Budget 2018/19
Feb - 19	Tuesday 19	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters BTC Business Plan Review
Mar - 19	Tuesday 19	7.00 p.m.	General Meeting	Open to all Members and Prospective Members	<ul style="list-style-type: none"> Regular Business Matters Budget to be approved Speaker: To be Confirmed
April - 19	Tuesday 23	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Health and Safety Report
May - 19	Tuesday 21	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Focus on Finance <u>Quarter 4 Review (October – Dec)</u> Man. Accounts/Allocations/Rent/Maintenance
June - 19	Tuesday 18	7.00 p.m.	Management Committee Mtg.	Yes – first part– 'Open Meeting'. 'Closed' Meeting Committee Members only.	<ul style="list-style-type: none"> Regular Business Matters Forward Planning – Cyclical Decorations/Repairs Report Sign Financial Statements
July - 19	Saturday 13	3.00 p.m.	Annual General Meeting and General Mtg. (Location: - T.B.C)	Open to all Members and Pros. Members	<ul style="list-style-type: none"> End of Year Accounts and Audit Report Annual Report Election of Members

Main Public Holidays during the above period: **Christmas Day** – Tue 25 Dec 18; **Boxing Day** – Wed 26 Dec 18; **New Year's Day** Tue 1 Jan 19; **Good Friday** 19 March 19; **Easter Monday** 22 April 19; **May Day** Mon 06 May 19 and **Spring Bank Holiday** Mon 27 May, 19.