

## Meeting Timetable 2019 – 20

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 <http://www.brockley-tenants-co-op.co.uk> 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)

Month	Day/Date	Time	Meeting	Open to all members & prospective members	Key Agenda Items
SEP - 19	Tuesday 24	7.00 p.m.	Management Committee Meeting.	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Speaker: To be Confirmed</li> </ul>
Oct- 19	Tuesday 29	7.00 p.m.	Management Committee Meeting	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 2 Review (Apr - September) 6mth Accounts/Rent/Maintenance</li> </ul>
Nov - 19	Tuesday 26	7.00 p.m.	General Meeting	Open to all Members and Pros. Members	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Health and Safety Report</li> <li>Budgets for Year 2020/21</li> </ul>
DEC - 19	Tuesday 17	7.00 p.m.	Management Committee Meeting.	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Meeting will also be Christmas social</li> </ul>
JAN - 20	Tuesday 28	7:00 p.m.	Management Committee Meeting	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only.	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Focus on Finance (Apr – Dec) Quarter 3 Review</li> <li>Forward Planning – Maintenance - cyclical decorations and capital works</li> </ul>
FEB – 20	Tuesday 25	7:00 p.m.	Management Committee Meeting	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>BTC Business Plan Review</li> </ul>
MAR - 20	Tuesday 24th	7:00 p.m.	General Meeting	Open to all Members and Pros'. Members	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Speaker: To Be confirmed</li> </ul>
APR – 20	Tuesday 28	7:00 p.m.	Management Committee Meeting	Yes – first part- 'Open Meeting'. 'Closed' Meeting C. Members only	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Management Accounts for the Year Apr – Mar 2020 - Review</li> </ul>
MAY - 20	Tuesday 26 <sup>th</sup>	7:00 p.m.	Management Committee Meeting	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Accounts / Allocations / Rent / Maintenance</li> </ul>
Jun – 20	Tuesday 23	7:00 p.m.	Management Committee Meeting	Yes – first part- 'Open Meeting'. 'Closed' Meeting C.Members only	<ul style="list-style-type: none"> <li>Regular Business Matters</li> <li>Decorations / Repairs Report</li> <li>Sign Financial Statements</li> </ul>
JUL – 20	Saturday 18	3:00 p.m.	Annual General Meeting and General Mtg. (T.B.C)	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 Wed 25<sup>th</sup> Dec' 19, Boxing Day Thur 26<sup>th</sup> Dec' 19 New Years' Day Wed 1 Jan' 20; Good Friday 10<sup>th</sup> April' 20; Easter Monday 13<sup>th</sup> April' 20; Early May Day BH Mon 04<sup>th</sup> May' 20 and Spring Bank Holiday Mon 25<sup>th</sup> May', 20.



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