

Haddonhall Residents Tenant Management Organisation
Minutes of Board Meeting
Date 19th April 2011

Present	George, Ebenezer, Sue, Patrick, Flo, Martin,	
1. Apologies	Leone, Maureen	
Agenda item	Decision	Action by
2. Minutes		
2.1	George pointed out that to prevent any misunderstanding the action column of the minutes template should be completed only when an action is required.	
2.2	George also suggested that to ensure members have had enough time to read and digest the minutes and also to ensure an effective deliberation of the various agenda issues it will help if the minutes are done and circulated to members on time.	
2.3	The minutes of the last meeting was approved by members present.	
3. Matters arising		
3.1	George updated members on the on-going issue of which of Haddonhall's properties are earmarked as OPD's. George informed members that the figures of the number of OPD properties received so far from Lee Page is contradictory to the one provided by the Housing Options Unit.	
3.2	George also informed members that Lee Page has suggested that to address the issue we carry out an audit of all our OPD properties and then sue the information to put in a request to Southwark regarding Haddonhall being allowed to operate a local lettings agreement.	
3.3	In line with this It was agreed that a questionnaire would be prepared and sent out to all tenants residing in our OPD properties to establish the type of adaptations they have in their homes.	Martin/George
3.4	To ensure residents have had the opportunity to discuss the issue with Southwark George mentioned to members that he had spoken to Lee Page who said he would be happy to attend our General meeting being held next month to discuss the issue and answer any queries residents might have.	

<p>4.General meeting</p>	<p>4.1 Members agreed for the general meeting to be held on Thursday, 28th May from 6.30pm.</p> <p>4.2 It was agreed that Martin has to ensure the venue is booked and paid for before the meeting day.</p> <p>4.3 It was also agreed that Martin will meet with George to agree the agenda for the meeting and also ensure all the necessary paper work and information are ready for the meeting.</p> <p>4.4 Sue and Flo volunteered to get there on time on the day to ensure the venue is ready before residents start arriving and also to welcome attendees.</p> <p>4.5 Martin will have to ensure refreshment is purchased for the day and also liaise with Shirley on her making coffee and tea for attendees on the day.</p> <p>4.6 Members agreed that Martin has to ensure invitation letters are sent to key partners like local Councillors, Community Police etc. Martin also has to liaise with George on sending invitation letters to all residents giving them notice of them meeting.</p> <p>4.7 Members agreed that in order to encourage attendance the meeting has to be well advertised by putting up posters on all the notice boards in the blocks and also on the main entry doors the day before the meeting. Martin will have to liaise with George on this.</p>	<p>Martin</p> <p>Martin/George</p> <p>Sue/Flo</p> <p>Martin</p> <p>Martin</p> <p>Martin/George</p>
<p>5 Parking meeting</p>	<p>5.1 Members agreed that Martin will arrange for George and any of the committee members who are available to meet a representative from the Parking Control company we plan to use on the estate. Patrick, Flo and Sue informed members they wouldn't mind attending the meeting if they are available on the day it's arranged.</p> <p>5.2 With regards to the re-marking of the parking bays with numbers and the demarcation of parking restrictions at certain parts of the estate it was agreed it would be sensible to wait until the new management agreement currently being review with Southwark to be approved before it is done as it likely the boundaries of the estate will change.</p>	<p>Martin/George</p>
<p>6. 2011/12 budget</p>	<p>6.1 It was agreed that Martin will meet with Patrick the Treasure to set the budget for the new financial year which should be presented to the committee for approval at the next meeting.</p>	<p>Martin/Patrick</p>

<p>8. Training and General meeting</p> <p>8.1</p>	<p>Martin informed members that following his attendance at a Diversity Training arranged by Southwark he would recommend the training to the management board. It was agreed that Martin will liaise with the presenter of the training and agree a convenient date and time for members to have the training.</p>	<p>Martin</p>
<p>10. Date for next meeting</p>	<p>Tuesday, 10th May 2011</p>	