

22 April 2004

Minutes of the Board meeting

Present: Wendy Sedgwick (Chair), Ida Forster (minutes), Mike Sedgwick, Flo French, Sue Hilleard, Sue Jennings, Ruth Newman, Brenda Murphy, Rene Macklin, Ted Macklin, Georg Varughese (PPCR), Ben Beck (LBS), John Carty (LBS)

Apologies: Pattie Whitmore

1. Minutes and matters arising

As this was the first meeting of the new Committee of the Haddonhall Residents TMO, there were no minutes of a previous meeting to be discussed.

2. Terms of office for committee members.

George pointed out that, according to our rules, we now needed to decide what terms of office each member would hold and we agreed to do this by drawing lots with the following result:

3 years

Flo French
Brenda Murphy
Ted Macklin
Pattie Whitmore

2 years

Ruth Newman
Sue Hilleard
Rene Macklin
Sue Jennings

1 year

Mike Sedgwick
Wendy Sedgwick
Ida Forster

This means that members must stand down at the AGM following the end of their term of office, but can stand again if they wish.

3. Election of Officers

The following officers were elected from amongst the Committee members:

Chair **Wendy Sedgwick**

Ida nominated, Sue J seconded

Vice Chair Flo French

Sue H nominated, Mike seconded

Treasurer **Sue Jennings**

Mike nominated, Ruth seconded

Vice Treasurer Sue Hilleard

Sue J nominated, Ida seconded

Secretary **Ida Forster**

Flo nominated, Sue H seconded

Vice Secretary Ruth Newman

Ida nominated, Brenda seconded

4. Staffing

The following was agreed:

- We will carry out a 3 month review of staffing of the TMO.
- It is not appropriate for a member of the committee to be responsible for maintenance management and we will look at filling this position with a paid member of staff as part of the staffing review.
- When we communicate with staff formally as committee members we will always ensure that there are at least two committee members present.
- We will invite Bernie Ranford to take part in the staffing review and to advise the new committee on maintenance issues during the period of the review. Flo and Mac to discuss with Bernie.
- The following members will make up a sub committee to work on maintenance issues: Mike Sedgwick, Brenda Murphy, Ruth Newman.
- Ida and Rene will brief staff on Wednesday morning.

5. Communication issues

Ida will draft a newsletter in time for the next meeting

We will ask Maggie to get quotes for a computer for the estate office.

We will try to respond to all those who filled in suggestion sheets and who left contact details individually.

6. PPCR

We agreed to keep George working with us on a consultancy basis.

7. Training

Ben needs names of people to go on the training as soon as possible. Everyone wanted to go – Ida to email Ben.

8. Code of conduct

George circulated a draft code of conduct for the Board which **we will discuss at our next meeting.**

9. Dates of next meetings: **Wed 5 May, Wed 26 May, Wed 9 Jun – all 6.45pm**