

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

5 May 2004

Present	Ida, Flo, George, Sue J, Sue H, Ruth, Mac, Rene	
Apologies	Wendy, Mike	
Agenda item	Decision	Action by
1. Minutes of last meeting	Agreed as accurate record	
2. Matters arising	None	
3. Officer posts update / bank signatories	<p>Sue J has decided not to accept the post of Treasurer, so we now have a Vice Treasurer (Sue H), but no Treasurer.</p> <p>We agreed to look at options for getting some outside help with doing routine financial tasks and for getting the accounts onto a computerised system to relieve the Treasurer role of some of the time consuming tasks so as to make the role more manageable.</p> <p>We agreed to explore other options for finding a Treasurer and to review at our next meeting. In the interim, Sue H in her role as Vice Treasurer will do as much as she can.</p> <p>We agreed the following as bank signatories: Flo; Rene; Sue H; Sue J.</p>	<p>George – by next meeting</p> <p>All – by next meeting</p>
4. Staffing update	<p>Ida reported that she and Renee had talked to the staff on 28 April about developments in the management of the estate. As this had happened before an agreement had been reached with Bernie about his continued involvement, it had been difficult to give them a clear picture of their future line management, but they had reassured them that their jobs were safe, that they were valued and that their views would be taken into consideration in any future changes of staffing.</p> <p>We have an update meeting with staff planned for Thursday 6 May.</p> <p>At our last meeting, we had agreed to carry out a review of the staffing of the estate over a 3 month period. We agreed that this review should be carried out by a sub-group and Ida, Rene and Ruth offered to be a part of this group. We agreed to wait until the Chair had returned from holiday before formalising this group, as she may want to be involved.</p>	Ida and Rene
5. Maintenance management	<p>Flo and Mac have talked to Bernie and he has agreed to continue to manage the maintenance on the estate for 3 months as a handover to the new committee. We agreed to write to him to confirm the arrangement and to clarify that he will be working with the</p>	

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	<p>maintenance committee who will be in touch with him when Mike returns from New Zealand. We also agreed to ask him if he could prepare a list of contracts to which we are already committed.</p>	<p>Ida by next meeting</p>
6. Accounts handover	<p>Ida and Sue H are planning to see Bob Prout on 6 May to discuss some handover issues. They will organise the necessary paperwork for the change of signatories.</p>	<p>Ida and Sue H</p>
7. Communication issues	<p>The Board agreed the AGM minutes as an accurate record of the meeting. They will be passed to the office for the record. Newsletter – Ida had circulated a draft version prior to the meeting which was agreed with the following amendments: don't include contact numbers for board members; remove reference to issue number; include positive actions we are going to take on suggestions arising from the AGM; include a request not to put rubbish on tops of keeps. Once these amendments have been made, we can circulate to residents.</p>	<p>Ida Ida Ida</p>
8. Code of conduct	<p>This was deferred to the next meeting due to lack of time. George urged everyone to read them before then.</p>	<p>All</p>
9. Jam Factory	<p>Flo has been trying unsuccessfully to contact Kurt Little about the trees on the walkway. She has also asked them to remove the pipe on Rothsay Street.</p>	
10. Training day	<p>We had all expressed an interest in attending the 'In the driving seat' training on 8 May. However, unfortunately there were now only two places available for Haddonhall and Ida and Sue H will attend and report back. There will be opportunities later for others to go.</p>	<p>Ida and Sue H</p>
Any other business	<p>George reported that he would work on finding out how we bid for new windows. Sue J is trying to arrange a meeting with Environmental Health about a resident on the estate. We agreed to organise a meeting to discuss community safety on the estate to which we could invite the local police and other agencies involved in crime prevention. We agreed to commit to holding regular 'surgeries' for residents once we are over our first hurdles of getting established.</p>	<p>George Sue J Sue J All</p>
Date of next meeting	<p>Wednesday 26 May 6.45pm</p>	
Signed as accurate record by Chair		<p>Date</p>