9 June 2004

Present	Wendy (Chair), Ida (minutes), Flo, Ruth, Rene, Mac, Brenda, Mike, Pattie, Sue J, Sue H, George, Ben	
Apologies	None	
Agenda item	Decision	Action by
Minutes of last meeting	Agreed as accurate record	
2. Matters arising	Community safety meeting – first date officers available is early September – agreed that Sue should go ahead and organise the event for a date then.	Sue J
3. Staffing update	Following the decision to recruit a part-time estate manager for a six month period, Ida and Wendy had drafted a job description based on one used for a neighbouring TMO. This was circulated and Ida asked for comments by the end of the following day, Thursday 10 June. An interview panel was agreed comprising of Wendy, Ida and Ruth. Ray Cattle, Chief Executive of Fair Community Housing, to be invited as an advisor. Wendy and Ida had told staff that morning about the decision and there had been some concerns. We need to ensure that whoever we recruit is sensitive to these concerns.	All
4. Finance update	Sue H and Wendy had met with Bob Prout to discuss the handover of financial management. They had agreed a date of 30 June for this to happen. The bank mandate forms still need some sorting out. There is a possibility that Sue J will not be able to attend the financial management training on Saturday.	Sue H
5. Maintenance update	Mike and Brenda had met with Bernie and learnt some of the immediate priorities. They will have further meetings with him before the handover date of 16 July. The maintenance group agreed to look at the cleaning of the windows on landings. We discussed whether external letterboxes could be fitted on the OPDs to prevent the current practice of leaving the security doors open in the mornings. Ben suggested that, as this constituted an 'improvement' to the estate, this be looked at as part of an overall investment programme on the estate, and that the	Maintenance group Maintenance

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	Estate Manager should be developing this to present to the Board. Ben confirmed that generally major structural work on the estate was carried out by the Council. However, as there is often not sufficient funding to carry out the work that TMOs would like on their estates, they try to raise funds independently to do the work. Ben also confirmed that leaseholders should always contribute to any general estate improvements. We agreed to put a request not to hang	group to raise with Estate Manager Wendy
	washing over balconies in the next newsletter.	
6. George update	George suggested that a group be set up to look at progressing estate improvements. The following offered to take part in this group: Rene, Sue J, Flo, Wendy, Mike. This group to meet with George on Thu 17 June at 6.45pm. (post meeting note – meeting postponed to 6pm 22 June). We discussed the issue of leaseholders' contribution to these works and Ben suggested contacting the Council's Leaseholders Management Unit for advice on this. George asked Ben for a number of documents from the Council that we need for the effective management of the estate. Ben explained that these would normally form part of the management agreement between the TMO and the Council. This agreement needs to be re-negotiated but this requires a great deal of work which we may not want to take on just yet. Also, the Office of the Deputy Prime Minister is working on a review of the modular management agreement which should be ready this summer and there is little point doing anything before this comes out. In the meantime, the old management agreement agreement agreement agreement stands. George and Ben to discuss how to progress on the list of these documents.	Estate Renewal Group
7. Keyholders	Once we have recovered estate keys from old committee members we need to agree	
	who from the existing Board will be keyholders and keep a record in the office. We agreed to defer decisions on keyholders to the next meeting – needs to	Ida

	be on agenda.	
8. Tenant interview	There are three void properties on the	
panel	estate waiting to be allocated so we need a	
	panel of people to interview tenants. The	
	following offered to participate in such	
	panels: Flo, Mike, Pattie, Sue J, Ruth, Mac.	
	Maggie will contact members when the	
	time comes for an interview.	
	Ben will send a copy of the Council's	
	process for allocations for the next meeting	
	but explained that the Council nominates 3	
	households for each property in order of	
	priority. The TMO can only ask questions	
	relating to the individual's ability to	
	contribute to the TMO and can only choose	
	a lower priority nominee if they have	
	greater skills to offer on this front that the	
	first priority nominee. Ben emphasised the	
	need for this process to take place with	
	regard to equal opportunities.	
	In response to a question about age	
	restrictions on particular properties on the	
	estate, Ben suggested referring to the	
	policy that he would be sending on	
	allocations.	
9. Event proposal for	Ida circulated some information about	
2005	some funding that was available for events	
	related to the 60 th anniversary of the end of	
	the second World War. She suggested	
	holding a street party style event and	
	having a wartime theme. The Board agreed	
	to support this proposal and to discuss the	
	detail at a later date, as we have until	Ida
	March 2005 to submit a funding proposal.	
10. Feedback from	Ida and Wendy had attended the	
other meetings	Community Council meeting and re-iterated	
	the importance of being at these meetings	
	because decisions were made about	
	allocating council funds to particular areas	
	there and if we were not represented,	
	Haddonhall could lose out.	
11. Future external	We agreed the following representatives	
meetings	would attend the following meetings:	
	West Bermondsey Community Forum 14	
	June: Wendy and Sue H	
	Community Council 5 July: Mike and Sue J	
	TMOs liaison group 8 Sep: Wendy, Ida and	
A (1 1 1	Brenda	
Any other business	Code of conduct – to be finalised at next	
	meeting along with Standing Orders –	Lata
	needs to be on agenda.	Ida
	Surgeries – there were a number of issues	

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raised about these. Sue J, Pattie and Flo to discuss a format to present to next Board	
meeting.	Sue J, Pattie and
Newsletter – draft to be presented to next	Flo
Board meeting.	
Jam Factory – Flo has asked Helen Sim to	Wendy
remove hoarding or pay the rent.	
Ida asked if anyone had any plates or	
bowls left over from the AGM that they'd	
taken home if they could bring them to the	
next meeting so that we could store them	
away safely in the meeting room for future	
events.	All

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Date of next meetings	Board meetings:	
_	Tue 22 June	
	Wed 7 July	
	Wed 21 July	
	Wed 4 Aug	
	Estate Renewal meeting	
	Thu 17 June	
	All meetings at 6.45pm	
Signed as accurate		Date
record by Chair		