

Haddonhall Residents Tenant Management Organisation

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
1. 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	<p>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.</p> <p>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.</p> <p>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.</p>	All
4. Finance update	<p>Sue H and Wendy had met with Bob Prout to discuss the handover of financial management.</p> <p>They had agreed a date of 30 June for this to happen. The bank mandate forms still need some sorting out.</p> <p>There is a possibility that Sue J will not be able to attend the financial management training on Saturday.</p>	Sue H
5. Maintenance update	<p>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.</p> <p>The maintenance group agreed to look at the cleaning of the windows on landings.</p> <p>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</p>	<p>Maintenance group</p> <p>Maintenance</p>

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	be on agenda.	
8. Tenant interview panel	<p>There are three void properties on the 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.</p> <p>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 than the first priority nominee. Ben emphasised the need for this process to take place with regard to equal opportunities.</p> <p>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.</p>	
9. Event proposal for 2005	<p>Ida circulated some information about some funding that was available for events related to the 60th 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 March 2005 to submit a funding proposal.</p>	Ida
10. Feedback from other meetings	<p>Ida and Wendy had attended the 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.</p>	
11. Future external meetings	<p>We agreed the following representatives 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 Brenda</p>	
Any other business	<p>Code of conduct – to be finalised at next meeting along with Standing Orders – needs to be on agenda. Surgeries – there were a number of issues</p>	Ida

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	<p>raised about these. Sue J, Pattie and Flo to discuss a format to present to next Board meeting.</p> <p>Newsletter – draft to be presented to next Board meeting.</p> <p>Jam Factory – Flo has asked Helen Sim to remove hoarding or pay the rent.</p> <p>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.</p>	<p>Sue J, Pattie and Flo</p> <p>Wendy</p> <p>All</p>
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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 record by Chair		Date