

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

1 September 2004

Present	Pattie, Rene, Mac, Flo, Mike, Wendy, Ida	
<b>Agenda item</b>	<b>Decision</b>	<b>Action by</b>
1. Apologies	Brenda, Ruth, Sue J, Sue H, Ben Beck	
2. Minutes of last meeting	Agreed as accurate record	
3. Matters arising from meeting on 18 August	Letterboxes – we agreed to ask Mike S to cost up getting these fitted outside the blocks in question.	Sandra
4. Sandra's report	We agreed to ask Sandra to make it more clear in her reports what was required from the Board in terms of decision making and what was for information only. Wendy reported that the main priority at the moment is getting the plumbing on the estate sorted out because we are not happy with Browns.	Sandra
	We agreed to ask Sandra for an update on the possible empty flat on Rephidim Street. Wendy reported that the Council have asked us to do 100% occupancy checks on the estate before the end of the financial year. We are waiting for more details of what this will involve.	Sandra
	Allocations group – Mac to ask Maggie to make sure someone from LBS housing allocations is present at meetings.	Mac
	The housing interview panel needs to elect a chairman. <b>No one has volunteered to do this but it needs to be addressed.</b>	
	Parking – we agreed we should consult residents on this at the General meeting. In the meantime, Sandra to ask Maggie for an update on how many bays are being let to residents and if any others are let to non-residents. To report to Board meeting on 13 Oct.	Sandra/Maggie
	Board to discuss as agenda item next Board meeting with members to bring ideas along. We agreed to ask Sandra to spend more time out and about on the estate so that residents could get to see her and be aware of the work she's doing. Sandra to spend at least 30 minutes a day.	All Sandra
5. Finance update and budget	The budget will be presented to the next Board meeting. SAGE is still being loaded up on the	Wendy and Sue H

Haddonhall Residents Tenant Management Organisation

	<p>computer system in the office.  Wendy and Sue H are planning to meet with John Carty to ask for help due to the fact that there is so much catching up to do. Normally new TMOs are given start up costs. This hasn't happened to Haddonhall due to the fact that a body was in place. However it was difficult to know before we took over how bad the situation was going to be.  We agreed to set a day a week when signatories would be available for signing cheques. Signatories to liaise with Sandra to agree a day.</p>	<p>Wendy and Sue H</p> <p>Mike, Rene and Flo/Sandra</p>
6. Security Day	<p>No update because Sue J not present but we know that the PC we invited can't do Saturdays, so we agreed to add this event to the General meeting in October.  Flo offered to lobby for street wardens on the estate if Wendy can pass her the relevant contact.</p>	<p>Flo/Wendy</p>
7. Staffing	<p>We discussed the draft terms and conditions and agreed the following amendments:  Change appraisals to 'at least once a year'.  Add 'and Estate Manager' to sentence on disclosing personal interests.  Gifts and hospitality – small gifts to be recorded in a book.  Private jobs – change to 'outside working hours' and add that failure to do this will be gross misconduct.  Remove item on uniform but keep name badges.  Remove item on training.  Ida will ask Ray Cattle for samples of their policies on discipline and grievance and other areas of staffing so that we can formulate our own.  Ida will also draft something on use of the telephone, Internet and email.  Pattie will send Wendy the format she uses at work for recording staff's personal details.  Ida will write to all estate staff to confirm lines of management and accountability and introduce the terms and conditions.  We agreed that Lee should cover for Barry when he's on holiday.</p>	<p>Wendy  Ida</p> <p>Ida</p> <p>Pattie</p> <p>Sandra</p>
8. External meetings	<p>Mike has been working with Jam Factory residents on a letter to the Local Government Ombudsman to ask for a</p>	

Haddonhall Residents Tenant Management Organisation

	<p>pause on Block D on the basis that the Council did not consult properly on planning issues. Mike will do a petition for the Decima Street development.</p> <p>The planning application for Block E has been withdrawn by Angel. Jam Factory residents have submitted an alternative application which Mike showed us and we all liked.</p>	Mike
9. Code of conduct signing	<p>Postponed to next meeting because of lack of time. <b>Committee members asked to sign and return to Wendy before next meeting.</b></p>	All
10. General meeting plans	Hall is booked – discuss planning at next meeting.	
11. Newsletter	Postponed until next meeting.	
12. Date of next meetings	29 Sep and 13 Oct	
13. Boilers and T Brown	We are not happy with T Brown but need to find a viable alternative. Wendy and Sandra trying to get as much information as possible on other options. May need an emergency meeting to make a decision.	
14. Any other business	<p>We are invited to the Jam Factory Residents Association barbecue on Sunday from 4pm</p> <p><b>Estate signage – comments on Rene’s report to Wendy before next committee meeting.</b> Wendy said she would like to present the signage to Southwark to see if they can help out with funding.</p>	All
Signed as accurate record by Chair		Date