

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

15 September 2004

Present	Pattie, Rene, Mac, Brenda, Sue H, Sue J, Wendy, Ida, Mike, Ben (LBS)	
Agenda item	Decision	Action by
1. Apologies	Flo, Sandra	
2. Minutes of last meeting	Agreed as accurate record	
3. Matters arising from meeting of 1 September	Sandra has been asked to get costings for external letterboxes. The Board was disappointed that Lee had not covered for Barry when he was on holiday. Cheque signatories have agreed to be available for signing cheques on Tuesdays.	Sandra
	Ben is sending Wendy details of what is required from the 100% occupancy checks.	Ben
	Sue J agreed to be the Chair of the allocations panel.	Sue J
4. Staffing	Sandra has been asked to make some proposals to the Board regarding the staffing review. She was unable to present these tonight because of sickness but we will ask her to present them to the next Board meeting.	Sandra
	There had been some concerns from staff about some elements of the terms and conditions. The Board agreed that the terms and conditions should stand as they are and that staff would be asked to sign to say they had received them.	Sandra
	All staff have been written to explaining the current line management arrangements and the need to be accountable to the Estate Manager.	Ida / Mac
	We agreed to write to a member of staff who has failed to do this.	Sandra
	Ben pointed out that staff should be asked to carry identification with them.	Sandra / Ida
	We still need to agree a discipline and grievance policy – Ben reported that there will shortly be statutory procedures in place and that it would be a good idea to ensure that ours are in line with these.	
5. Sandra's report	Sandra has not been able to present a report because she has been off sick. However, Wendy raised some issues for consideration by the Board: There is an urgent problem with rats on the estate. We have had one quote to deal with this which the Board agreed seemed very high. We agreed to get more quotes for a one-off remedy as soon as possible and that Mike could make a decision on the Board's behalf based on these quotes.	Mike
	We then need to consider a longer-term maintenance solution. LBS have looked at the boilers with a view to replacing them. Sue J will get some contacts for heating engineers who do out of hours work with large boilers and who are	Sue J

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	<p>CORGI registered.</p> <p>Voids – Sandra had reported that we are experiencing delays in getting Housing to respond to requests to fill voids. Ben said that Sandra could contact him directly to sort these kind of problems out.</p> <p>We agreed to invite someone from the Housing allocations team to come to our Board meeting on 13 October to explain the system.</p> <p><i>Post meeting note: Ros Stark (Principal Housing Needs Officer) or Anthony Neale (Housing Needs Officer) attend the meeting on the 13th October.</i></p>	<p>Sandra</p> <p>Ben</p>
6. Finance	<p>The Jam Factory has paid £3k towards the cost of tree pruning – hooray!</p> <p>Sue H and Wendy presented a draft budget. The Board agreed that we should re-draft the budget so that there is no deficit and ask at the general meeting that some of the reserves be used to carry out essential work. We need to know the exact level of our reserves before we can do this.</p>	Sue H and Wendy
7. General meeting	We agreed to change the date of the general meeting to 11 Nov to allow more time to prepare.	Mac
8. Parking	This item was deferred because of lack of time.	
9. Code of conduct signing	Members were reminded to sign their codes of conduct and return to Wendy.	All
10. Estate signage	All comments on this to Wendy by the end of the day so that Wendy can send proposal to LBS.	All
11. External meetings	<p>The TMO Liaison meeting which we hosted had gone very well with some interesting issues raised by members. There was a great deal of experience amongst those attending into which we hope we can tap. Wendy intends to follow up with some visits to other TMOs. We need to appoint a named representative onto this group at some point.</p> <p>Several Board members had attended the Jam Factory barbeque and we hope to recruit some co-optees to the Board from amongst the Jam Factory residents further down the line.</p> <p>Community Council – next meeting Tue 28 September 7-10pm, Charles Dickens School. Mike and Ida to go.</p> <p>Neighbourhood Forum – we had failed to send someone to this meeting but Ben reported that we don't need to attend the meeting to put bids in. Mike agreed to contact Chris Brown to find out what the process was and Mac agreed to meet with him and Mike.</p> <p>Business Planning training as part of the In the Driving Seat programme is happening on Saturday 26 September – Brenda will attend if someone else does – need to let Wendy know.</p>	<p>Wendy</p> <p>Mike and Mac</p>
Any other business	Sue J and Pattie will organise tea for next meeting.	Sue J and Pattie
Date of next meeting	Wednesday 29 September	

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Signed as accurate record by Chair		Date
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