

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

13 October 2004

Present	Flo, Pattie, Rene, Mac, Sue J, Sue H, Wendy, Mike, Brenda, Ida, Ruth, Ben Beck (LBS)	
Agenda item	Decision	Action by
1. Apologies	None	
2. Presentation from the Housing Allocation team	<p>Ros Stark explained how properties are allocated from the housing list and how housing need is assessed and translated into points, which determine someone's place on the waiting list.</p> <p>She also explained the new choice-based letting system which will be coming into operation shortly which creates new priority bands and allows people on the housing list to bid for available properties. The top 3 bids will be sent to the TMO for interview.</p> <p>Ben reminded the meeting that the new modular management agreement which is due to come out soon is likely to remove the TMO interview element from allocations.</p> <p>In response to questions from Board members, Ros confirmed that only ground floor flats and first floor flats with pull cords and hand rails on Haddonhall Estate are classified as OPDs.</p>	
3. Minutes of the meeting on 4 Oct 2004	Agreed as accurate	
4. Matters arising from meeting of 4 Oct 2004	We agreed that Sandra should ask those staff who are complaining of medical conditions which are affecting their work to visit a doctor at the TMO's expense in order to get an assessment.	Sandra
5. Heating/plumbing	<p>We have had 3 quotes in for heating/plumbing maintenance. Montrose had been recommended to by Ray Cattle of Fair Community Housing and they are used by another TMO. We agreed that a group comprising of Mike, Brenda and Ruth or one other Board member be tasked to meet with Sandra and Montrose to start negotiating a contract, initially for a trial period.</p> <p>Ben advised asking Phil Barnes for advice and also checking our management agreement to ensure we go through the right procedures if awarding a contract.</p> <p>Wendy reported that we are top of the list with LBS to have our boiler replaced if</p>	Mike, Brenda and one other

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	more funding becomes available.	
6. General meeting	<p>Sue J to talk to PC Hazel and ask him to do a 20 min slot – 10 min presentation, 10 min questions. Sue J also to canvas opinion at the meeting on neighbourhood watch.</p> <p>Continuation ballot – we need to announce this at the General meeting. Ben confirmed that tenants, leaseholders and freeholders should be consulted and that the process is defined in the management agreement.</p> <p>The Council usually expects a turnout of more than 50%. We can distinguish between tenants' and others' voting papers by using colour coded voting slips. Brenda to manage the process with the office doing the administration. Need a timetable for the Board to approve at our next meeting.</p> <p>Signage – Mike to present samples to our next Board meeting with a view to presenting these at the General Meeting. We agreed that we would not provide food at the General Meeting.</p> <p>We agreed that we must plan our responses to likely questions from the floor and share out the responsibility for answering questions – we need to agree this at our next meeting.</p> <p>We must give notice of the General Meeting very soon – something can go out with the newsletter that Wendy is currently working on. Pattie and Flo will deliver.</p>	<p>Sue J</p> <p>Sue J</p> <p>Brenda</p> <p>Mike</p> <p>All</p> <p>Wendy</p> <p>Pattie and Flo</p>
7. Discipline and grievance procedure	<p>Ida and Sandra had met to discuss this and Ida is now going to draft something up for the Board to consider – will do so in time for next meeting.</p> <p>Ida and Sandra are also working on a draft job description ready for the recruitment of a full time Estate Manager. The Board agreed that Sandra should be asked to work full time for the remainder of her contract but that she be asked to spend some time each day on 'walkabout' on the estate both to be more visible to residents and to ensure that work is carried out to an acceptable standard.</p>	<p>Ida</p> <p>Sandra</p>
Any other business	<p>Jam Factory – Mike has had a reply from the planning department to say that they will not be revoking the planning permission for Block D but they have offered to meet with us and Jam Factory residents to discuss concerns. Mike, Flo and Max (Jam</p>	<p>Mike and Flo</p>

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	<p>Factory resident) to meet to progress. Max has compiled a list of points against the recent Jam Factory planning application and Mike will incorporate these into a draft letter to distribute to residents for them to send to the planning department. In the Driving Seat – introductory training on 13 Nov. Anyone who wants to go to contact Ben. Mike reported that the ‘unnecessary repairs’ (ie those we are not obliged to carry out as defined in the tenancy agreement) that we carry out for tenants amount to an estimated £3k per year and we agreed that we should not continue to do these and that this should be reported in the next newsletter. There is a meeting between Jam Factory residents and planning officers on Fri 22 Oct 9am. Flo and Rene to attend and possibly Brenda.</p>	<p>Mike All Sandra and Wendy Flo, Rene and Brenda</p>
Date of next meeting	<p>Wed 27 Oct Also agreed date of Wed 24 Nov for meeting after General meeting.</p>	
Signed as accurate record by Chair		Date