

Minutes of the Board Meeting

9 March 2005

Present	Mike, Sue H, Wendy, Ida, Ruth, Rene, Ben, Brenda, Flo, Michael (LBS)	
Agenda item	Decision	Action by
1. Apologies	Sue J	
2. Minutes of last meeting	Agreed as accurate	
3. Matters arising from last meeting	<p>Wendy introduced Michael Anderson-Smith, our new support person at LBS Tenant Management Support. Michael explained that the role of the team was changing into more of a supporting role than a monitoring role.</p> <p>We agreed a date of 15 September 2005 for the AGM.</p> <p>In response to a query, Michael reported that LBS compensated tenants who were without heating after 72 hours on a daily rate.</p>	
4. Estate Manager's report	<p>We agreed a clothing allowance for outdoor staff of £150 per person.</p> <p>We agreed to Linden's suggestion to close the office, provided that notice could be given in the newsletter.</p> <p>We agreed to go to the Area Forum for the costs for lighting.</p> <p>Linden asked that residents be reminded in the newsletter of the need to tell the office of any anti-social behaviour that they were aware of, as this evidence will help any bids for funding.</p> <p>We agreed to Linden's proposal to conduct a tree survey on the estate and to ask LBS to fund it.</p> <p>Michael suggested that Linden approach Andy Murray in the Finance Section at Larcom Street for details of the breakdown of allowances.</p> <p>Martin Green is responsible for leaseholder management and we agreed to invite him to a future board meeting.</p> <p>Michael will find out more about the allowances for the next financial year.</p> <p>We agreed to an annual programme of gutter cleaning.</p> <p>We agreed to ask Mike Snowsell to provide a quote for the fitting of external letterboxes.</p> <p>Flo and Rene will work with Linden on a</p>	<p>Linden</p> <p>Linden</p> <p>Wendy</p> <p>Wendy</p> <p>Linden</p> <p>Michael to invite</p> <p>Michael</p> <p>Linden</p> <p>Flo, Rene and Linden</p> <p>Michael</p>

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	<p>decorating policy. Michael will pass to Linden the LBS policy but he also advised that we find out the policies of other TMOs. Emergency alarms on OPDs – we agreed to test the existing ones to find out the scale of the problem before investigating an alternative. As a short-term measure, Linden will ask Barry if he is aware of any faulty alarms and we will replace these with ones provided by LBS. Heating – there have been 2 emergency meetings and an Estate Manager report on the issue of the communal boilers. There are currently 3 properties with vulnerable tenants which have been without heating for several months. We agreed that handing the management of the communal boilers back to Southwark was the most sensible option. We agreed that Phil Barnes should be asked to sign an agreement that we would not have Browns as a contractor and that there should be a probationary period. We also agreed that Browns should be asked to re-instate the pumps.</p>	<p>Linden</p> <p>Linden</p> <p>Linden</p>
5. Estate Renewal issues	<p>Flo, Rene, Wendy and Linden had met with Courtland Fletcher and Cheryl Phillips from Borough & Bankside Neighbourhood Forum and presented them with a case for our estate renewal items. As a result, they will be including our requests in their schedule for major works for 2006 or 2007. They have commissioned a stock condition survey. We agreed to invite someone from the area forum to speak at our AGM.</p>	
6. Finance	<p>John Ley has seen our computer system and has offered to put in a new system that is compatible with theirs and which will be easier to maintain for £300. We agreed to this. Mike will show Maggie how to access bank statements online. This will also help John to prepare our accounts for auditing for this year. The budget for 2005-2006 was agreed. The finance sub-committee will discuss the issue of a company credit card.</p>	<p>Linden Mike</p> <p>Finance sub-committee</p>
7. Working groups	<p>Deferred to next meeting</p>	
8. Parking	<p>Mike offered to work with Ida on working up a proposal with some details of various options.</p>	

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	Michael offered to provide Ida with contact details for Mike Saoud at Two Towers. Wendy suggested co-opting Tom from Rothsay Street onto a parking working group.	Michael Ida
9. External meetings	Feb Community Council meeting – Mike had attended but had not stayed for whole meeting because there were no relevant agenda items. Area Housing Forum – Wendy attended the March meeting and explained how vital this forum was for bidding for funding. We agreed to attend future meetings on a rota basis. The next meeting is 12 April – Mike to attend. Ida offered to attend the May meeting. The next TMO Liaison meeting is on 6 April and Wendy will attend.	Mike Ida Wendy
Any other business	None	
Date of next meeting	Wed 13 April, then Wed 11 May	
Signed as accurate record by Chair		Date