

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

14 September 2005

Present	Wendy (Chair). Ida (Minutes), Brenda, Rene, George, Ruth, Sue J, Sue H, Mike, Michael Preston (LBS).	
<b>Agenda item</b>	<b>Decision</b>	<b>Action by</b>
1. Apologies	Flo. Michael Preston gave his apologies for the AGM and for the next Board meeting	
2. Minutes of last meeting	Agreed as accurate with one amendment – George should have been included as those present.	
3. Matters arising	<p>Allocations – we had been given incorrect information about the implications of Choice based lettings. We <b>will</b> be carrying out interviews with prospective tenants after all. Sue J proposed we run a rotate. WS suggested that we wait until the next committee to finalise this.</p> <p>Signage – Mike is continuing to chase.</p> <p>Re-surfacing work on estate – Angel Properties to submit drawings to committee for consultation.</p> <p>Estate renewal item: Wendy presented the plans that have been done by Robin Caig at Southwark Council following a series of meeting and estate walkabouts with the Estate Renewal Working Group. He had also prepared picture montages of suggested planting themes and street furniture. The committee warmly received the ideas which will form the basis of a phased programme of landscaping works for which we will have to seek ways of attracting funding as not much of this will be paid for from the £30K funding already received once the lighting works are carried out.</p>	
4. Estate Manager's Report	The request concerning the void was agreed.	
5. Finance sub-committee	<p>Michael P asked if we could consider asking our auditor to prepare quarterly reports which can be used to meet LBS monitoring requirements, thereby saving Linden and Maggie time. Sue H explained that the new system we are in the process of loading up will allow us to prepare these reports ourselves. Sue H presented the draft accounts. The final accounts will be presented to the Board for approval before the AGM.</p> <p>There was some discussion about the use of</p>	

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	<p>reserves and we agreed to present to the AGM the proposal to spend a proportion of our reserves on cyclical communal decorations and tree maintenance, plus external letterboxes where this is possible. Michael P confirmed that there was no recommended level for TMOs reserves.</p> <p>Sue also presented the management accounts for the first quarter of 05/06. There was an overspend because maintenance costs had been high due to the high level of voids in this period. We need to consider what level of work to carry out on voids in the future in order to keep spending under this budget heading down.</p>	<p>Sue H to present to AGM?</p>
<p>6. Other working groups</p>	<p>Nothing to report</p>	
<p>7. AGM</p>	<p>Wendy asked everyone to say what they saw their role being on the Board post-AGM, if elected. She pointed out that Michael P would be organising some training for all of us.</p> <p>Mike – continuing to liaise with Angel and Jam Factory issues. Continuing work on finance group.</p> <p>Sue H – will continue as Treasurer with some help.</p> <p>Brenda – will continue as a Board member until more new Board members have joined.</p> <p>Sue J – Bingo, allocations, neighbourhood watch</p> <p>Rene – landscaping project, estate renewal group and any other groups where we need someone who is around during the daytime.</p> <p>Ruth – landscaping project</p> <p>Ida – will continue as Secretary but needs someone to act as Vice Secretary ready to take over. Continue on staff group, parking, and will represent Haddonhall at Community Council.</p> <p>George – landscaping project, staffing group, estate renewal, finance group.</p> <p>We agreed to discuss who will sit on allocations panel at our first meeting after AGM.</p> <p>Wendy – will continue as Chair but would like to be less involved in working groups and taking a more strategic role, concentrating on networking and attending meetings. She will attend TMO liaison meetings and Area Forum.</p> <p>We agreed to bring dates for external meetings along to next Board meeting to agree who would represent on which meetings.</p> <p><b>Practicalities at AGM:</b></p> <p>Sue J and Sue H to check people in and issue shareholders with coloured voting slip.</p> <p>Mike to give those who don't already have</p>	<p>Sue J and Sue H</p>

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	<p>them share certificates.  Sue J's daughter to do teas and coffees, Linden to make sure we have refreshments there.  We agreed to invite staff and offer the time off in lieu for attending.  Name badges to be there for Board members and invited guests.  Everyone else who does not have a job to meet and greet and network!  Everyone to be there at 6.30 to prepare.  We will be using the AGM to launch ideas for landscaping the estate under the agenda item 'Plans for Parks'. We will use the NOBO boards, clipboards and post-it notes for people to give their comments on the proposals we present. We can follow this up after the AGM with a more focussed consultation, perhaps in the form of a questionnaire.  Under the 'parking' item, Mike S will explain that we will be carrying out further consultation, but use the AGM to get some initial reactions to the idea of introducing parking controls.  We agreed the following revised agenda:</p> <ol style="list-style-type: none"> <li>1. Welcome and intros</li> <li>2. Apologies</li> <li>3. Minutes of last AGM and matters arising</li> <li>4. Chair's report</li> <li>5. Treasurer's report, appointment of auditors and proposal for reserves</li> <li>6. Election of Board members</li> <li>7. Plans for Parks – Robin Caig, Environmental Department, LB Southwark</li> <li>8. Parking proposals</li> <li>9. Any other business</li> </ol>	<p>Mike S  Sue J, Linden  Wendy  Linden  All  All  Wendy  Mike</p>
<p>8. Staff contracts and jds</p>	<p>Ida explained that the staffing group had met to discuss this with Linden and had done some initial work on contracts, but that there was more detailed work to be done before anything could be presented to the Board. She apologised but said that this was unlikely to happen until after the AGM.</p>	
<p>9. External meetings</p>	<p>Ida had attended an 'In the Driving Seat' training course on staff management which had been very useful. She urged all Board members to attend this training, especially those members who sit on sub-groups.  Wendy had attended the TMO liaison meeting where John Carty had given a statement about</p>	

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	Tabard Gardens TMC which has been taken back to LBS management. Wendy said that there were lessons to be learnt from this case as a major factor in the TMO's demise was the inability to form a committee that would work together.	
Any other business	The Awards for All bid for our estate event cannot be progressed until we have submitted our annual accounts.	
Date of next meeting	Immediately after the AGM on Wed 28 September.	
Signed as accurate record by Chair		Date