

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

25 April 2006

Present	Ida (Chair), George (Minutes), Rene, Ray, Flo, George, Mike, Sue, Robert Johnson, Tim McNally and Cllr Lorraine Zuleta for part of the meeting.	
Agenda item	Decision	Action by
1. Apologies	Michael Preston (LBS), Wendy	
2. Minutes of last meeting	Agreed	
3. Matters arising	<p>Refurbishment of play area to be delayed due to hose pipe ban. Area to be grassed and it decided to wait till fresh seeding could be given best chance to work.</p> <p>Decs (Voids) Policy. Robert Johnson reported he is was unable to find out anything definite on LBS policy as it was still 'foggy'. Committee agreed to go ahead with the policy as it was previously presented with £250 being the sum of money HHTMO would be prepared to pay.</p> <p>Manual weeding. Community Payback have replied due to the closeness to homes and supervision issues they felt they were not able to help on this matter. Mike is still following up other organisations who may be interested.</p> <p>Major Works. Tim McNally reported that the works to be done on the estate would be in two phases over two years. 2006 & 2007 and this would include the bin keeps.</p>	<p>Robin Caig</p> <p>Ray</p> <p>Ray / Mike</p>
4. Event planning	<p>Catering, now to be sourced through Martin Hargreave £7ph number to be increased for 80 people.</p> <p>Flo to provide Van, volunteers to help with carrying.</p> <p>Mike and Ray have been consulting local businesses for prizes for the Raffle. The committee agreed the money raised should be donated to McMillan Nurses.</p> <p>Posters and Flyers. George suggested that it should be committee members who takes these round as it would be an opportunity to speak to tenants we met when taking them around. Ida reminded the</p>	<p>All to consult action plan and carry out their own action points</p> <p>Mike/George</p>

Haddonhall Residents Tenant Management Organisation

	<p>committee it had been agreed previously we would do this.</p> <p>Volunteers should be sought for bar, and marshals. George asked that who ever does bar needs to be known and trusted by the committee as alcohol is a major part of the Temporary Event Notice.</p> <p>It was agreed that vouchers would be presented to tenants when they participated in the consultation process. Special guests to be given vouchers for drink.</p> <p>Ida is to look into providing badges for committee members to make them easily identifiable on the day. And will speak to Linden to notify appropriate tenants when their cars need to be moved on the day.</p> <p>Music, there were some concerns raised about health and safety running electrical leads from the club room if it was being used to serve alcohol. It was decided leads could be run from the office if taped down to reduce chances of anyone tripping over them.</p> <p>Meeting to finalise arrangements 10th May 18:00 to 18:45</p>	Ida
5. Finance – budget for 2006-2007	Not yet drafted – to be presented to an emergency meeting.	Finance working group
6. Estate Renewal	<p>Major Works – as reported in Matters Arising</p> <p>Play area refurbishment – as reported in Matters Arising</p> <p>Paving – In answer to a question Ray reported that small areas were identified all over the estate. Renee asked where the funding for this would come from as she did not feel this should be put onto lease holders in service charges. Ida replied that it had already been agreed to seek funding for this elsewhere.</p>	
7. Estates Managers Report.	There were no items to be discussed on this months report.	
8 Staffing	<p>Ida reported there were still some minor issues to be resolved in job descriptions.</p> <p>It has been agreed that Linden will begin the 6 month change in the number of days she works. These will be Monday, Tuesday, Thursday and Friday, with some flexibility to suit personal and business needs.</p>	

Haddonhall Residents Tenant Management Organisation

	<p>Finance worker on contract will be taken on to help with finance issues.</p> <p>The Committee agreed the 3% cost of living increase in salaries for the workers and a 5% for Linden. Ida said this was in line with the agreement to review her wages when Linden was taken on and was long overdue.</p>	
9. Parking	<p>Mike is waiting on the costing.</p> <p>It was felt the parking audit requested did not cover what the committee had requested. Ida to speak to the office for a more detailed audit</p>	Ida
10. Forth coming training and events.	<p>Ida handed out leaflets for Tenants Training Program from April to August. Robert Johnson encouraged all members to give serious consideration to attending.</p> <p>Committee agreed to send George to the forthcoming NFTMO conference with the TMO paying expenses.</p>	
Any other business	<p>There was some discussion on the performance of maintenance on the estate and complaints that members had heard about it.</p> <p>Wendy to talk to Linden about introducing a system of monitoring performance of maintenance tasks.</p> <p>George pointed out that as a management committee HHTMO did not currently have the tools to monitor what we do and to identify strengths and weaknesses to be able to progress the work we do. He asked that this be noted so it can be looked at and addressed at a later point. He did prefer benchmarking as the possible way forward.</p>	Wendy
Date of next meeting	<p>Meeting to discuss plans for event 10th May 6pm</p> <p>Next Board meeting Thursday 25 May</p>	
Signed as accurate record by Chair		Date