## Haddonhall Residents Tenant Management Organisation Minutes of the Board Meeting

## 28 June 2006

Present	Wendy (Chair), Ida (minutes), Michael Preston, Ray, Sue H, George, Rene	
Agenda item	Decision	Action by
1. Apologies	Mike, Flo, Yetunde, Tim McNally, Lorraine Zuleta	Action by
2. Minutes of Board meeting 31 May 2006 and Emergency Board meeting 15 June 2006	Both agreed	
3. Matters arising from 31 May	The decorations policy will be presented to a future meeting.	Ray
meeting	Parking audit – still to do.  Health and Safety training courses through First Business – need to get information from First Business.	Ida/Estate Manager Ida
	Stairwells – should be getting cleaned – to be monitored.	Flo/Rene
4. Update on interim management arrangements	Michael Preston, who is providing interim cover in the office on estate management issues, provided a verbal update.  The Board agreed the write-off of arrears in cases where tenants have died, after Michael provided a list.  Michael has been dealing with an internal transfer request and updated us on this issue.  He has also been sorting out rent handbacks, a couple of arbitration cases, and a rat problem on the estate. He has also carried out an estate walkabout with the Caretaker. Maggie is attending a training course on dealing with anti social behaviour on Monday 3 July. Flo to ask Barry to check answermachine on that day for urgent messages as there will be no-one else in the office.  Other management issues:  Lisa is helping Maggie with rents.  Rene and Flo have been carrying out estate walkabouts to monitor estate maintenance. All seems OK.  Update on getting a new strimmer for the estate: operative needs training. Leathermarket to demonstrate to Dave how to use a strimmer and to advise on which machine might best suit us before we make decision on which and whether to buy. New billy goat – staff to advise Board on which they want.  The Board discussed the draft maintenance	Flo  Gardener and Caretaker

## Haddonhall Residents Tenant Management Organisation

	schedule and suggested some additions and amendments. Ida agreed to cross-check against draft job descriptions to ensure all areas are covered. Draft job descriptions are currently stored on Linden's PC. Wendy to email to Ida. The quote from Leathermarket for pesticide and hedging was agreed.	Ida Wendy
5. Recruitment update	An ad had appeared in Inside Housing on 23 June and The Guardian on 28 June. Closing date 17 July. Shortlisting the evening of 18 July. Interviews 25 July. Michael Preston, Wendy, Ida and George to make up the panel. Ray and George to help with meeting and greeting candidates and helping them with the recruitment exercise. Rene to supervise the exercises. Ida to circulate draft selection materials in advance of the shortlisting date.	
6. Finance update	Sue H presented the profit and loss account for 2005-2006 and sample management accounts for 2006-2007.  There was a query as to whether the £8,000 for tree pruning had been transferred from reserves.  We have about £130k in reserves at present.  It was agreed that it was difficult to make a judgement about our financial health without the opening balance. We also agreed that the terminology in the accounts needs to be consistent. It was agreed that the Board would be presented with quarterly management accounts in future, to show actual expenditure against budget. Lisa needs to be told how to present these.	Sue H
7. Estate renewal	Nothing to report	
8. Estate event de- brief	To be discussed at next meeting and to include report back on consultation.	
9. Forthcoming training and events	Anti-social behaviour training 3 July – Maggie to attend.  We were reminded that we are hosting the TMO Liaison meeting on 6 September and that as many Board members as possible should attend. Wendy and Ida to do presentation on event.	
10. Report back from meetings	George reported that the NFTMO conference had been very useful. He and Michael, who had also attended, recommended that more Board members attend next year.	
Any other business	None	
Date of next meeting	Tuesday 25 July	
Signed as accurate record by Chair		Date

Haddonhall Residents Tenant Manag	ement Organisation
8/3/2007 17:08:00 PM	3 Error! Unknown character in picture string.