

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

24 August 2006

Present	Wendy (Chair), Ida (minutes), Michael Preston (LBS), Sue H, George, Rene, Flo, Mike	
Agenda item	Decision	Action by
1. Apologies	Ray	
2. Minutes of the meeting on 28 June 2006	Agreed as an accurate record	
3. Matters arising	The following actions from the last minutes are carried over: decorations policy, parking audit. In response to a question about whether the weeding had included the whole of the estate, it was agreed that Flo and Rene would carry out an inspection. Michael P agreed to look at the wheelchair ramp with Mike Snowsell when he returns from leave.	Ray/Ida Flo/Rene Michael P
4. Estate Manager appointment	Wendy reported that Claudius Opadarin-Oluwole has accepted our offer of the post and will be starting 2 October. He has agreed to attend the AGM on 27 September. Wendy still needs to follow up references. We can find out if First Business provides an induction package, or whether there is one included in the employee handbook. Michael P has agreed to continue his emergency cover and to carry out a handover with Claudius. The Board thanked Michael for his continued support. Michael P praised the Board for good practice in the recruitment procedure.	Wendy Ida
5. Estate Manager's report	The work for repairing the damage to a property on Potier Street was agreed, providing the tenant signs the worksheet to confirm their understanding that these repairs are carried out on a one-off basis. The quote for the work on the letterboxes Thornham was agreed. In response to a quote from the electrical contractors for the time clocks, the Board asked that a query be raised as to whether this should not have been carried out as part of the previous contracted work. Michael reported the problems there had been with the ceiling in the office as a result of the heating repairs. Barry has helped out with sorting out the office whilst on leave. The Board agreed to grant Barry an additional day's leave in lieu.	Michael P Michael P Michael P
6. Estate event de-brief	Willowbrook presented the findings of the consultation they carried out at the event. The Board agreed that this was a good way to get the ball rolling on consultation, but that more work needed to be done to include the views of a wider group of residents.	

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	<p>In terms of learning points from the process, it was felt that participants had been asked to comment on too many issues, and this had resulted in some confusion. It was felt that the event went well, and that, although the numbers attending were lower than we would have liked, they were not bad for a first attempt. It was agreed to hold a further event in Spring 2007.</p>	
7. AGM planning	<p>A revised date of 27 September was agreed in order to have more time for planning and getting invitations out. Ida and George to liaise on invitations. Residents to be provided with the opportunity to buy shares at the meeting – a separate table to be set up. We agreed to serve alcohol – the remainder of the drink bought for the estate event. Wendy to email Ida Phil Barnes' job title so she can invite him. We agreed to follow up the AGM with a general meeting on 15 November on parking. Photos of the event to be presented at the AGM. Agenda agreed: to include windows and heating.</p>	<p>Ida and George</p> <p>Wendy Ida and Mike</p>
8. Benchmarking and business planning	<p>George presented the proposals of Acclaim Consulting to help us with these processes. We agreed to start the benchmarking work at the end of October, once the new Estate Manager is in post, and to start the business planning in Jan 07. We will discuss who will be involved in the working groups and meeting dates at our next Board meeting.</p>	
9. Cleaner, Greener, Safer bid	<p>We agreed to bid for the following: a pilot scheme to re-landscape the entrance to the estate at Hunter's Close/Potier Street (possible wrought iron archway?); and re-paving the estate as per Conway's quote. The total cost to be around £20k. Wendy reported that the work on removing the play equipment will start in Sep 06.</p>	
Any other business	<p>Ida presented a letter she had received regarding new services to leaseholders – we agreed to include this information in the newsletter. We agreed to extend Barry's temporary supervision responsibilities until the end of Dec 06, and to review with the Estate Manager at that point. Flo to inform Barry, Ida to send a letter.</p>	<p>Wendy</p> <p>Flo/Ida</p>
Date of next meeting	<p>Wed 6 Sep TMO Liaison meeting – Ida and Wendy to present, other Board members encouraged to attend. Tue 19 Sep Board meeting Wed 27 Sep AGM</p>	
Signed as accurate record by Chair		Date