

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

Date 7th November 2006

Present	Ray (Chair) George (Secretary) Sue, Ida, Wendy, Rene, Flo, Mike, Michael P., Claudius, Cheryl Phillips (Borough & Bankside), Courtland Fletcher (Borough & Bankside)	
Apologies	Flo	
Agenda item	Decision	Action by
1. Minutes	Agreed	
2. Matters Arising	<ul style="list-style-type: none"> Grassed area has been returned to us Claudius has asked Barry to clear the mud left by the contractors LB Southwark still waiting on first quarter figures Staff Breaks – Claudius to continue monitoring. 	<p>Claudius</p> <p>Claudius</p>
3. Major Works	<p>Cheryl Phillips gave a presentation as to what is happening about the major works on Haddon Hall. The goal posts have been moved again and it now seems likely we will end up with a mixture of wooden framed windows and new pvc windows across the estate, and even within single residents.</p> <p>Cheryl Phillips agreed to forward a copy of the bid for works on Haddonhall (minus costs) when they send them to LB Southwark.</p> <p>Two documents were presented and should be available from the office.</p> <p>The first was the surveyors report, along with hand written notation for which phase different parts of the estate would be worked on.</p>	Cheryl Phillips
4. Meeting Start Time	It was agreed the committee would start meetings at 6pm.	
5. Managers Report	<ul style="list-style-type: none"> Claudius to talk to Bob about hours covering Barry's holiday. 3 hrs overtime Mon, Wed, Fri. at 1½ normal pay. Agreement to be made on what is expected work wise. 	Claudius

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	<ul style="list-style-type: none"> • Two sub panels for tenant selection set up. Wendy, Flo, Rene; Ray, Mike, George. Committee were reminded that TMO liaison need to be invited to all tenant selection interviews. • Request for a new lawn mower for £1300 agreed subject to trial. • The committee approved the list of requested items, laminated id cards with clip on badge holder option; with the addition of fire exit sign for the club room. • Training log for Committee members to be kept. Members are asked to make a note of any training done in the last year and passed onto Claudius. 	<p>ALL</p> <p>Claudius</p> <p>Claudius / ALL</p>
6. Parking Meeting	<ul style="list-style-type: none"> • Chair – Michael • Register – Wendy • Meeting starts at 6:30 pm • members to arrive 5:45 – 6:00pm • Flyers to be distributed to all residents 	<p>Michael Wendy</p> <p>ALL Claudius</p>
7. Reports from External Meetings.	<ul style="list-style-type: none"> • Community Council – high profile evening. Police update on Alcohol Control, difficult to enforce. Cleaner Greener more people applying 52 applicants this round. • Fraud Awareness – Ida reported back on this one highlighting our responsibilities. • Involving More People – booklet to be made available in office. 	
8. Risk Assessment	<ul style="list-style-type: none"> • Committee agreed to maintain a risk register. First Business to be approached for help in getting started. • Claudius to talk to First Business for initial support • Claudius to attend fire brigade seminar on fire risk assessment • Claudius and Ray to attend St Johns Ambulance Risk assessment Course. 	<p>Claudius</p> <p>Claudius</p> <p>Claudius</p> <p>Ray / Claudius</p>
Any other business	<ul style="list-style-type: none"> • Christmas Dinner to follow next Meeting. 	

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	<ul style="list-style-type: none">• Committee agreed to clubroom being used 13th December between 10:30 and 12:00 for open meeting to assess need for parent support group.	
Date of next meeting	6 th Decemer - 6pm start	
Signed as accurate record by Chair		Date