

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

Date 01/08/08

Present	George, Sue, Rene, Flo, Claudius, Michael P., Darren, Ray	
Apologies	Koku, Mike, Lorraine, Tim McNally	
Agenda item	Decision	Action by
1. Minutes 07/07/07	Agreed	
2. Matters Arising	<ul style="list-style-type: none"> • Billygoat/leaf sweeper now purchased • Southwark Advocacy now signed up and will be providing a drop in service once a month • Laptop bought and ready to use • Dog Signs, Claudius confirmed larger signs can be purchased • Dog warden spoken to but not yet visited the estate. • Speak to Tim about template for dog sign • Coach trip – good response and going ahead 	George
3. Fraud Policies	<p>Agreed in principle. Small alterations to be made, page numbers and headers to be added to policy and procedure template as well as other policies already written.</p> <p>Ida to email George with other minor changes.</p>	Ida
4. Complaints Policy	Draft copy was presented to board and was accepted. Claudius to put finishing touches to it.	Claudius
5. AGM	<ul style="list-style-type: none"> • Hall booked. • Agenda <ol style="list-style-type: none"> i. Chairs Report ii. Finance Report iii. Audit Report iv. Parking v. Major Works vi. Election of Members • Invites <ul style="list-style-type: none"> ○ Ida to send previous list ○ Inform Auditor of date ○ Major works – URGENT ○ Written invitations to residents <ul style="list-style-type: none"> ▪ Include details about transport & child care. • Food and Drinks <ul style="list-style-type: none"> ○ Food will not be provided ○ Arrangement for coffee, tea, water, fruit juice and some biscuits ○ Note: last year George supplied kettles as the one present needed descaling. 	<p>George Ida George George George</p> <p>Claudius</p> <p>Shirley has agreed to do drinks if required</p>

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	<ul style="list-style-type: none"> • Reslist <ul style="list-style-type: none"> ○ George confirmed he had been through the reslist with the membership register to update the list. ○ There were some queries on names and these were passed to Claudius ○ George to maintain membership on both lists between now and AGM ○ George to provide list with easy method of identifying members when checking them into the AGM • Voting Cards • Board meeting after AGM to vote on board positions 	<p>Claudius to confirm these have been checked George</p> <p>George</p> <p>Claudius / George Elected Members</p>
<p>6. Estate Cleaning</p>	<ul style="list-style-type: none"> • Dave to be asked to pull out weeds to help keep them down • Barry not sweeping. • Barry has been off sick and we have not had full time cover • Painting <ul style="list-style-type: none"> ○ 3 quotes for garages and bins to be available for next meeting • Rats <ul style="list-style-type: none"> ○ Claudius said it had been confirmed with environmental health this was their responsibility ○ Wendy said we had previously been told this was our responsibility and asked Claudius to confirm situation • Rubbish dumping / fly tipping <ul style="list-style-type: none"> ○ Rubbish is being dumped on the estate inappropriately by residents and possibly others. ○ Claudius to discuss with relevant council department on options to tackle this. • Estate walk abouts <ul style="list-style-type: none"> ○ Rene has been regularly walking round with EM to discuss issues ○ No follow up on raised items. ○ Rene encouraged to follow up with Claudius to ensure agreed actions are taken. 	<p>Claudius</p> <p>Claudius</p> <p>Claudius</p> <p>Claudius</p> <p>Claudius</p> <p>Claudius</p> <p>Rene & Claudius</p>
<p>7. Confidential Items</p>	<ul style="list-style-type: none"> • Members complained they had not received copies of confidential minutes. <ul style="list-style-type: none"> ○ George explained that confidential minutes were kept but he was unsure whether they should be 	

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	<p>distributed or how.</p> <ul style="list-style-type: none"> ○ George was asked to print and distribute to board members only separately. Envelopes to indicate sensitive material inside. ● Confidential items were discussed and are in confidential minutes. 	George / Secretary
Any other business	None raised	
Date of next meeting	5 th September 2007 6pm	
Signed as accurate record by Chair		Date