

Webber and Quentin TMO
Minutes of Board meeting Wednesday 12th December 2018 7:00-9.00 pm
Webber & Quentin Hall, Quentin House, Gray Street.

Present

Orenda O'Brien Davis (Secretary), OOD Jesse Cudjoe, JC
 Angela Nelson (Treasurer), AN Julie Lewis, JL
 Jill Goddard (Chair), JG Delight Amatoby, DA
 Graeme Womack, GW

Apologies – Lisa Stevens, LS, Sophie Thorpe, ST, Umran Malik, UM, Asya Zaman, AZ, Tracy Stedman, TS, Southwark TMO Monitoring Officer

Not Present - Moninuola Oladigbolu, MO

In attendance

Ela Connell, EC (resident)

No	Item	Action
1.	Welcome, introduction and apologies	
	JG welcomed all and chaired the meeting, which was quorate (5 minimum). If board members miss three meetings without good reason they will be expected to step down.	
2.	W&Q TMO Board matters	
	<i>Declarations of Interest and attendance</i>	
	No interests were declared.	
	<i>Minutes of last board meeting on 21st November 2018</i>	
	Minutes accepted by the board and were signed by JG. There were no corrections.	
	<i>Actions & Matters arising from last meeting not on agenda</i>	
	Residents Code of Conduct - Moved to January to approve.	
	Social sub-committee – JG did attend the first meeting to go over financial expectations and Terms of Reference.	
	Hire of basement room – fire policy. The draft room hire policy we have needs to be checked and agreed before the room is hired out (if the board decides to do so), including to councillors. Update: SI noted that we need to establish who is responsible for these basements. TS talking to Ian Brindley, will report back in January. May not be that basements rooms are for TMO to hire out. We would need to pay for repairs to this room if we take responsibility for it. We wait for this before asking for spare key to the next door basement space.	TS
	ACTION: TS to report back	
	Maintenance Sub-committee - Walkabouts – dates need to be set with more notice, notice given was too short for board members to attend. Julie attending the next one.	SI
	Gardening maintenance – will be looked at in January if possible.	
	Skills Register – at the next AGM we ask new board members to fill in the Skills Register at the event itself.	
	Garden access – board will consider in January.	
	Logo	
	Resident Rachel works at Kingston University, got her students to create some logos. This was some time ago, decision got delayed by previous manager leaving etc. UM noted circle logos don't look good on websites unless wording is very clear. Agreed a version with a few amendments. ST to move this forward as she wants it finalised within next ten days to tie in with UM working on the website. Update/action: Sophie now has final logo from students with tweaks so she can send this to UM for putting on the	ST

	website.	
	Open Meetings / Newsletter	
	Tracy had advised that we have closed meetings for a few months whilst new board settles in. We need to wait for new staff to support the board before making some of these decisions. Newsletter to be sent out in January when Linda starts.	
	Business case for extra costs – has been submitted to Southwark.	
	Windows – JG to see Peabody in January.	
2.	Board rules and governance	
	<i>Staff recruitment progress</i>	
	See board report. Linda officially starts 1 st January 2019. Pay date moved to end of the month to make it easier for finance committee approval of amounts beforehand.	
	<i>TMO permanent office</i>	
	See board report. December 3 rd was the first meeting re the office with TMO Manager, Richard Amoah RA, ST, and JG attending. RA shared that the original £150k allocated to the office is now gone – JG noted we were not told. Now there is £60k. Richard suggests a portacabin; photos circulated. Other options are a flat on the ground floor, and a shop if one becomes available. Meeting felt a visit to a portacabin was necessary to get a feel. Richard's preferred spot is part of the Quentin parking lot (losing four spaces). And possibly re-instate four parking spaces on Gray Street (RA looking into this with Highways). Another office site is Mawdley courtyard garden. Those are the only two viable options. RA would like the board to give him the go-ahead to commission a company to look into the costs of putting services into these two locations. This would not commit us to anything. Decision: board agreed for RA to go ahead with commissioning the research, and we are unanimous that this does not commit us to agreeing to anything. RA to come to 30 th January meeting or give us a report on progress.	RA
	<i>TMO website change timetable</i>	
	See board report. UM met with JG to set up an online hosting account so this has been sorted. UM now setting up new system. Important that no emails are lost.	
	<i>TRSIG Football grant options for delivery 2018-2019</i>	
	We have received notification that grant money will come in to our bank shortly. See board report. Waterloo Football Club have been invited to the 30 th January meeting to share what they have done so far. Sirajul said he will compile a monitoring spread sheet for the social sub-committee to use.	
	<i>Christmas Closure dates and cover plans</i>	
	Living Space building closes at 2 pm on Christmas Eve, but TMO is responsible for repair emergencies until 5 pm. Sirajul asked Leathermarket to cover but they said no as they are currently overstretched on their repairs service. Applegarth TMO has a local trades company who will be on standby if there is a real emergency. Sirajul has spoken to other TMOs and many of them do not have plans in place. Board agreed we have done everything we can and we are satisfied with the arrangements.	
3.	TMO Southwark Council	
	<i>Fire Risk Assessment – Basements keys or lock changes</i>	
	Still with Tracy.	TS
	<i>Webber Row Major Works</i>	
	TMO should not be responsible in future for works not done to tenants flats through lack of contractor access. Sirajul to raise this. Some residents are not letting in the contractors. We can raise the issues within the six month default period. Often sub-tenants are the ones not letting people in, and leaseholders are unaware. Sirajul will ask the Council to contact the leaseholders. Sirajul will be keeping lists of which flats have	

	<p>had their works done and which haven't.</p> <p>Standage have stated in their recent newsletter they will donate planting to W&Q garden areas at the end of their major works contract around May 2019. The TMO manager has advised these needs to be discussed with staff and the Board before implementing it as no-one knew anything about it or whether it was necessary.</p> <p>The TMO manager will raise it at the next contract meeting.</p>	SI
5.	AOB	
	<p><i>Social Sub-committee update</i> – JC and DA updated the board mtg today, suggest simple events such as regular meetings for older people for coffee etc., day trips. TMO staff can let people know about these ideas and ask them to give their own ideas. Can also go in newsletter and on revised website. Can have a simple get together in March maybe, as a month where not much happens. Sirajul has a list of vulnerable residents, if they are interested in joining in, they could go on the list and staff could help contact them about any activities coming up.</p>	
	<p><i>Grant opportunities</i> will come up. Suggestion not to apply until we have discussions with residents re what we actually want. One of the councillors is keen to offer support in then developing our ideas. Re TRA grant, Southwark is changing the rules as the TRA constitution requirement is clashing with TMO rules already in place. LBS officers are working to a new agreement and hopefully we will get it automatically as a TMO . No decision yet. A suggestions box in the TMO office for future activities can help when we have staff on board.</p>	
	<p><i>Trees</i> have been trimmed and removed from green space.</p>	
	<p><i>Water ingress issues</i> - Shop below 1 Quentin has leaking water, not coming from flat above – is problem with guttering. Council is bringing in a specialist (organised by Sirajul). Also issues with water in another part of Quentin. Sirajul is helping pick up lots of issues not dealt with properly over the years and slowly working to get them resolved. Sirajul will refer costs back to the council where it is repair work prior to the TMO starting.</p>	
	<p>VOIDS- There are several of voids coming up, we'll need to add more money to this in 2019. Sirajul will ask the council for more money for voids as the allowances calculation was insufficient.</p>	
	<p>EC had not receiving her usual posted rent statement. Other tenants present said they did receive these. Ela to chase this up with the council. Can also raise with Sirajul who will raise it on their behalf.</p>	
	<p>TMO calendar - Graeme noted this is in the pack delivered before tonight. Putting all dates down for the year ahead is helpful to everyone and will help planning future activities to fit in. He has produced a draft which at present needs more dates to be added to it. Everyone thought this was a useful approach.</p>	
	<p>Thank You to Siraj and cleaner. Decision: meeting agreed £25 cash to cleaner and a letter of thanks to Sirajul. Jesse to draft wording.</p>	
6.	Date of 2019 meetings	
	<i>Board meetings</i>	
	January 30th, 13th February, 27th March, 24th April	
	<i>Finance subcommittee meetings/ Followed by HR sub committee</i>	
	January 16 th , 20 th Feb, 13 th Mar, 17 th April. The rest to be confirmed for 2019. Monthly mtgs.	
7.	Close 9:00 pm – End of meeting	
	<p>Gentle reminder that the secretary will contact board members once they have missed two meetings to remind them that if they do not have a good excuse, and especially if they haven't given notice about missing a third meeting, they will be expected to step down or the board will vote to remove them. Special dispensation can be given by the board in particular circumstances.</p>	