

<b>TMO Board Meeting</b> <b>Quentin House Basement Room</b> <b>Wednesday 21<sup>st</sup> November 2018 @ 7pm</b>	
<p><b>Present</b></p> <p>Orenda O'Brien Davis (Secretary), OOD      Sophie Thorpe, ST  Angela Nelson (Treasurer), AN                  Julie Lewis, JL  Jill Goddard (Chair), JG                              Asya Zaman, AZ  Graeme Womack, GW                                Umran Malik, UM  Delight Amatoby, DA                                Jesse Cudjoe, JC  Moninuola Oladigbolu, MO</p> <p><b>Apologies – none Not Present - none</b></p> <p><b>In attendance</b></p> <p>Tracy Stedman, TS, Southwark TMO Monitoring Officer, Lisa Stevens (resident)</p>	
<b>Declaration of Interest (Dol)</b>	
<p>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.</p> <p>JG discussed Dol with SI and he informed JG that it was acceptable to ask the board at the beginning of any meetings if they had any Dol.</p> <p>There were no declarations of interest.</p>	JG
<b>Residents Code of Conduct</b>	
To be agreed next mtg.	JG
<b>Minutes of last Board meeting 10<sup>th</sup> October 2018</b>	
<p><b>Inaccuracies:</b></p> <p>JG asked if there were any inaccuracies identified.</p> <p>JL asked whether on Page 6, section 5 if it was a mistake and if it should be £10,000.</p> <p>JG confirmed that it was not a mistake as it was regarding Mawdley House Fire.</p>	JG JL

**Actions:**

**Page 1:**

JG explained that we have been discussing use of DoI form and prefer to verbally ask at beginning of meetings. TS stated that was fine.

JG/TS

Logo – this is on the agenda

Hire of basement room – discussions have been underway to determine who is responsible for the hall. TS is in contact with Ian Brindley. **Action: TS will update at next meeting.**

TS

Roof: TS informed the Board that the roof was renewed but the canopies haven't. When works are carried out Leaseholders need to be informed as to the exact works. Angela pointed out that the works do not solve the issue. TS highlighted that the scaffolding isn't always for the roof and that the height of the block requires scaffolding for other works too. TS suggested visiting Siraj and asking what works are being done. He will be able to look at the works on iWorld.

TS/A

JG welcomed LS to the meeting and explained to the board members that LS is taking minutes alongside OOD. This is a trial for LS to become secretary. LS introduced herself and explained why she would like to join the Board. JG put it to a vote and it was unanimous result that LS should join the Board.

JG/LS

<p>TS identified it was in our rules that a skills register should be completed. JG said that this will be conducted at the AGM meeting in December 2019. <b>Action: JG to email skills register prior to December's meeting.</b></p>	TS/JG
<p>Social Subcommittee (Soc SC) Sophie informed the Board that JG will attend the meeting on Wednesday 28<sup>th</sup> November at 6pm to go through the legalities of the subcommittee.</p>	S/JG
<p>Maintenance monthly walk about: JG stated that SI sent an email requesting attendance for Maintenance estate walk about. However, JG is unable to attend, and Sophie may only be able to attend some of it. More notice would help others attend.</p>	JG/SI/S
<p>Gardening: Action: put on December agenda</p>	JG
<p>Declarations of Interest and Code of Conduct forms: JG said that these had now been completed by all members and were on file in the TMO office.</p>	JG
<p>Angela stated that she has downloaded the form for co-op for adding signatories. <b>Action: decision needs to be made as to who are going to be a signatory</b> – JG suggested this is done at 5<sup>th</sup> December Finance meeting.</p>	AN /JG
<p>TS to liaise with SI regarding roof at 9-36 and 37-53 Quentin House as it has 30 year warranty and it is important to ensure any work done does not invalidate this. Update: TS noted canopies not renewed but roof was, therefore canopies are not under warranty. TS noted scaffolding could be for guttering or other items, might not be roof repairs or canopies. TS noted SI has access to iWorld to look at what works are being undertaken so we can ask him to do this.</p>	JL
<p>Office – on agenda</p>	JG
<p>Recruitment – on agenda</p>	JG
<p>Basement Rooms – Julie is going to ask Arnie/Maria for their key and get a copy of the key cut and give to SI.</p>	
<p>Garden Access – JG proposed that this is addressed in January.</p>	
<p>JG asked if the previous minutes are agreed. <b>Decision: All members agreed.</b> JG signed a copy.</p>	
<b>LOGO</b>	
<p>Students at Kingston have created some logos for TMO. Sophie noted that there needs to be some amendments. <b>Action: JG and Sophie will ask for different sizes of the logo.</b> Umran highlighted that circle logos do not work well on websites as they can be hard to read. Sophie stated that she is happy to liaise with Rachel and Marcus and provide feedback. <b>Action: Logo to be finalised in next 10 days</b></p>	JG/ST
<b>Secretary Role</b>	
<p>JG informed the board that she met with LS and discussed the role of the secretary. It was confirmed that the key requirements are:</p> <ul style="list-style-type: none"> <li>• Minute meetings</li> </ul>	JG/LS

<ul style="list-style-type: none"> <li>• Minutes circulated as draft</li> <li>• JG is reminded of the agenda</li> <li>• Emails are sent to the right people.</li> </ul> <p>TS pointed out that the agenda should be sent out 7 days prior to the meetings. It was agreed that JG should receive any suggestions for agenda 2 weeks before scheduled meeting.</p> <p>TS stated that LS will have to be voted in at next AMG. JG gave LS DoI forms.</p>	TS/JG
<b>Skills register</b>	
<b>Action:</b> to be sent around	
<b>Sub committees – procedure</b>	
JG noted that residents are unsure how the committees are run and will attend the first meetings to explain the procedure.	JG
<b>Financial conduct – procedure and additional unplanned staff costs</b>	
<p>JG stated that any money spent must be authorised by the board in advance. SI will put a draft case together to reclaim the Recruitment and sickness cover costs from the TMI team as suggested by Alex Heslop.</p> <p>Budget - once staff are appointed we'll review how we do payments and our accounts management.</p> <p><b>Bank account – Decision: GW to be an approver, SI to be a processor.</b></p> <p><b>Action: Finance sub-committee will check with Co-op around options for approvers.</b></p>	JG SI
<b>Grant applications – joined up benefit &amp; finance</b>	
<p>JG informed the Board that any grant must be approved by the board.</p> <p>Julie stated that Maria is applying for a grant for the basement storage space. TS questioned if Maria has an agreement to use it. AN explained the agreement is just for storage. TS stated that any work has to be approved by council/TMO.</p> <p><b>Action: JL to get key copied and then invite to next meeting.</b> TS suggested that if Arnie/Maria cannot attend a Board meeting then it would be good to get a group together.</p>	JG JL TS
<b>Open and closed Board Meetings</b>	
<p>Sophie highlighted that the posters currently around the estate state there are meetings every 2 months but there are no dates for 2019. Sophie suggested that the meetings remain closed for now so that the current Board members can establish their roles before asking residents to attend. JG agreed.</p> <p>The rules state 2 public general meetings in any one year. The AGM on 12<sup>th</sup> Sept was a public general meeting.</p> <p>JG has spoke to SI about Quarter Meetings being open so that he will be present.</p> <p>TS informed the Board that if Meeting Minutes are to be on the website, they will have to ensure no personal data is uploaded (i.e flat numbers). Sub committee meetings not to be uploaded.</p> <p>It was agreed that meetings will stay monthly until the end of March before going to 2 monthlies.</p> <p><b>Action: Newsletter to be drafted for residents informing them of this information</b></p>	S/JG    TS

<b>once full staff in post January 2019. Contact details to be updated on noticeboards.</b>	
<b>Board Reports</b>	
<b>Budget Report – Finance SC April – Oct 2018</b>	
JG informed the Board that there is no need for a report every month as well as Subcommittee minutes.	JG
<b>Staff final payments</b>	
<i>Note: This text is omitted for public viewing due to its personal details content.</i>	
<b>Staff Recruitment</b>	
TS informed the Board that she sat in on the interviews. Linda is the new Housing Officer and is currently at another Southwark TMO and had very good references. TS knows Linda and stated that she is very keen but needs time to learn the new systems.	TS
JG said that Linda will be contracted for 24 hours which will allow her to overlap with SI. JG proposed that the office core hours are from 10-5. Office will only be closed in relation to usual bank holidays, however if Living Space is closed the TMO staff will be treated fairly as to using their own leave. TS suggested that if the office is closed beyond the usual bank holidays then staff can take the laptop into Tooley Street offices.	JG TS G/JG
Graham stated that the ‘core hours’ don’t support working residents. JG suggested that in the longer term the possibility of having an occasional evening or weekend opening of the office so that working residents can access services more easily.	
TS wanted to know whether residents can contact Leathermarket during 9-10am. JG said this cover is on-going and will be arranged. Action: Core hours to confirmed.	TS/JG
<b>TMO Permanent Office</b>	
JG spoke to Richard Amoah re office and he agreed to meet. GW suggested that it would be good to copy someone in on the emails. TS said that she is happy to be copied in to any future correspondence.	JG/TS
JG showed the Board members some pictures of the estate and where there was a standalone building. JG said the remains are still there – it is now a flower bed. <b>Action: AN to ask colleague re planning of a possible office.</b>	JG/A
<b>Website Change and Snob Monkey logo</b>	
UM sent email to Mark to do backup of website. <b>Action: to sit with JG to set up 1on1 to set up the direct debit. (£3.99 for first year - £6.99 thereafter).</b> JG asked if Board are happy for her to do this and Board all agreed. UM confirmed that it would take 4-24 hours for the website to move across. UM showed the Board his Snob Monkey logo. <b>Decision: Board are happy with the logo to be visible on the W&amp;Q TMO website.</b>	U/JG
<b>TRSIG Football Grant</b>	
JG put bid in March alongside JL. It was approved for the Football club element. Due to circumstances the grant wasn’t used over the summer as expected. JL has met with Maria (secretary of Waterloo FC) and she has provided a proposal for a football club to run from January – March 2019. It will be for 30 children from the estate. There will also be a half term multi sports club. Thursday 7 to 9 pm football, 8 to 12 and 12 to 16. To start third week of January.	JL

<p><b>Action: TMO to talk to WFC and encourage them to promote and speak to residents to ensure this offer would be taken up.</b></p> <p>JG stated that the TMO Finance SC would need invoices from WFC.</p> <p><b>Decision: Go ahead with this proposal and obtain Council approval to start. Finance and Social SC to monitor progress and payments.</b></p>	JG
<b>Christmas closure and cover plans</b>	
<p>JG informed the Board that Nicola from Living Space is closing at 2pm on Christmas Eve and then bank holidays and additional 3 days leave for staff cover the rest of the closed period until 2<sup>nd</sup> January reopening. JG proposed that staff finish at 2pm and are still paid. <b>Decision: All agreed with this.</b></p> <p>TS highlighted that cover needs to be arranged as the TMO are still responsible for any repairs from 2pm-5pm. <b>Action: Cover for that period to be arranged by SI – add on December’s agenda.</b></p>	JG  TS
<b>TMI Southwark Council</b>	
<p>Q1 &amp; Q2 2018-2019 April-Sept.</p> <p>TS informed the Board that she went through the KPI’s with JG and Sophie. She reported that Q1 – there was nothing to look at. Looking at Q1 – Q2 there is a difference and it is all moving in the right direction. There are a couple of new systems already set up. TS suggested a log for attendance at the office be set up. <b>Action: SI to ensure log in place for visitors and additionally a log for complaints.</b></p>	TS/JG
<b>Webber Row Major Works</b>	
<p>JG asked Standage Ltd contractors for monthly meetings and was informed there will be a meeting on 14<sup>th</sup> December. A letter is to be issued by the council.</p>	JG
<b>Tree works in main garden and Mawdley Courtyard</b>	
<p>JG informed the Board that this has been given back to the council to manage.</p>	JG
<b>Flat 8, Mawdley House</b>	
<p>SI has raised a complaint with regards to the clearance of the flat. It was reported that during clearance the window frames (and broken glass) were pushed out onto the street.</p>	SI
<b>AOB</b>	
<ul style="list-style-type: none"> <li>• JG noted that the Wi-Fi bench has been removed recently after 1 year.</li> <li>• JG raised an issue on behalf of Umrans about window repairs. It has been noticed that appointments are being made to assess the windows but in fact the works are also carried out the same day. This is not being relayed to the residents.</li> </ul> <p>The windows are not being replaced they are just checking and repairing the runners. <b>Action: JG will enquire with Peabody Trust about the costs to replace windows in the future.</b></p> <p>JG also informed the board that Standage Ltd are having difficulty accessing properties in Ovary House. These works should not be left undone.</p> <ul style="list-style-type: none"> <li>• JL asked whether any Quentin House residents have reported the broken door entry system. GW, AN and LS all commented on the door entry not working and it is not being solved.</li> <li>• Member noted that builders have been leaving behind mess and constant swearing. This was raised with the builder’s office and has now been escalated to SI.</li> </ul>	JG

Date of 2018-2019 meetings

**Board meetings**

**December 12th, January 30th, 13th February, 27th March, 24th April**

**Finance** subcommittee meetings/ Followed by HR sub committee

December 5th

Close 9:00 pm – End of meeting

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.