

Webber and Quentin TMO
Minutes of Board meeting Wednesday 24th July 2019 7:00-9.00 pm
Webber & Quentin Hall, Quentin House, Gray Street.

Present

Orenda O'Brien Davis (Secretary), OOD
 Jill Goddard (Chair), JG
 Angela Nelson (AN)
 Delight Amatoby, DA
 Jesse Cudjoe, JC

Graeme Womack (Treasurer), GW
 Umran Malik, UM
 Lisa Stevens, (Vice Sec), LS

In Attendance

Tracy Stedman, Richard Amoah, LBS TMI Monitoring Officer and Development Officer.
 Sirajul Islam, W&Q TMO Manager & Linda Knight W&Q TMO Housing Officer

Apologies

Moninuola Oladigbolu (MO) Away
 Sophie Thorpe (Vice Chair), ST Shift work
 Asya Zaman, AZ Unwell
 Julie Lewis, JL Away

No	Item	Action
1.	Welcome, introduction and apologies	
1.1	JG welcomed all and chaired the meeting, which was quorate (5 minimum).	
2.	W&Q TMO Board matters	
	Declarations of Interest and attendance	
2.1	No interests were declared.	
2.2	Minutes of last board meeting on 22nd May 2019	
2.2.1	No inaccuracies reported	
2.2.2	Proposed by Orenda O'Brien and seconded by Graeme Womack Minutes were approved unanimously and signed by JG	
2.3	Actions & Matters arising from last meeting not on agenda	
2.3.1	Matters arising from 22 nd May 2019 Board meeting;	
2.3.2	Southwark FRA Letters - Residents letter regarding Fire Risk Assessment decisions being finalised this week by LBS. Letter will be distributed to all Southwark residents by LBS	LBS/ TS
2.3.3	Quentin House Door Entry - Arrangement to be made with TS, SI and Councillor for an onsite visit regarding Door Entry at Quentin House.	TS
2.3.4	Board requested information on taking over management of door entry system approximate allowance TMO will be entitled to. RA to provide costs of current yearly maintenance for last 3 years for each blocks separately and approximate cost of	RA

2.3.5	replacing door entry system 9-36 Quentin House and 37-53 Quentin House. Bike Locker - LK will start Bike Locker audit checks from October 2019.	LK
2.3.6	Three Board Members standing for re-election September AGM 2019 will be Orenda O'Brien, Julie Lewis and maybe Asya Zaman, who may stand down. ACTION: JG to check with AZ.	JG
2.3.7	Motor Bike Parking – SI reported LBS will not create M/B parking bay on Webber Row. Board requested this is communicated to residents.	SI & JG
3.	Board Reports	
3.1	Chair's progress report	
3.1.1	JG presented Chairs report to the board	
3.1.2	Decision: The Board unanimously agreed that JG and ST will follow same process as 2018 AGM and amend the dates and actions needed for the 2019 AGM, allocate tasks and circulate via the ASANA app. ACTION: JG and ST to do this by early August.	JG & ST
3.1.3	SI noted the need to create a TMO Membership form to gather the information which the council require for our Equality and Diversity Plan to be representative. SI to draft a membership application form.	SI
3.2	TMO Manager's Quarterly Report	
3.2.1	SI presented his Quarterly report, which will be available after this meeting on the website	
3.2.2	The Board were informed that the Gardening / Cleaning contract has been awarded to Just Ask and is a two-year contract with an option to renew for 3 rd year and 4 th year.	
3.2.3	Repairs right first-time report for the last four quarters was requested by TS	
3.2.4	SI to add deceased tenants' money that was found in the flat and deposited in TMO's account as designated (restricted) funds.	SI
3.3	2018/19 Accounts & Audit Kreston Reeves Figures Only	
3.3.1	GW informed the Board that an invoice relating to Q3 (2018/19) repairs was received this week amounting to over £13,000 which will need to be incorporated into last year's Audit account.	
3.3.2	Decision: Board agreed the TMO was solvent, carrying forward a reserve of 38k. Approx. 3k was held in Designated funds and the Quarterly reporting means that the TMO finance committee will need to keep an eye out on high repairs costs.	GW & SI
3.3.3	GW is working with SI who is now producing a monthly bank statement reconciliation of all payments and income throughout 2019-20. This is in addition to the QuickBooks records maintained by the bookkeeper.	Finc'e Cttee

3.3.4	Board Approved Finance Committee completing any adjustments to the 2018/19 accounts and these are then to be circulated in August ready for the Board to approve at the Sept 4 th Board Meeting.	
3.4	NFTMO Annual Conference- Orenda Feedback Report	
3.4.1	OOD gave a brief feedback report on her experience about the NFTMO conference and made the Board aware that it was a very positive and inspirational event. LK to complete her report before AGM to be presented by Orenda.	LK
3.4.2	ACTION: Orenda to send YouTube link to UM for Happy Video to enable it to be put on the W&Q TMO website.	OOD
3.4.3	SI to circulate NFTMO workshop presentations to all Board Members.	SI
3.5	Gardening and Bike Locker Consultation Proposal Winter 2019 ready for 2020 – 2021 TMO Action, fundraising and new policies.	
	JG presented the proposal and decisions:	
3.5.1	Board agreed that SI would obtain quotes for resident consultation on gardening and new Bike Locker Locations.	SI
3.5.2	JG will work with UM to finalise the Project Idea Form for the Website.	JG & UM
3.5.3	AN will send SI a contractor who may be suitable to provide a quote for the consultation.	AN
3.6	New policy for Equalities and Diversity	
3.6.1	SI presented the Equality and Diversity Action Plan to the Board and it was unanimously approved.	
3.7	Board Training	
3.7.1	RA explained that the council MMA requires all TMO Board members to undertake some training in order to run an effective TMO and encourage Board members to attend more training programs.	
3.7.2	UM to put Board Training programme on Website and SI to resend the programme to the Board so they can choose sessions to attend.	SI & UM
3.8	New policy for Special Leave for staff	
3.8.1	JG gave a brief background to this proposal and explained she circulated notes from SI to all Board members.	
3.8.2	Board agreed that 3 days special leave for bereavement and 1 day for funeral attendance will be given to staff for immediate family members on pro-rata basis. Any special leave granted by JG prior to this decision will be honoured.	
3.8.3	A comprehensive policy incorporating bereavement leave will need to be drafted and presented to Board for approval by October 2019 Board.	SI

4.0	TMO Permanent Office	
4.1	RA reported Living space TMO Office Lease has been renewed for 12 months until August 2020.	
4.2	RA advised Quentin Courtyard is not feasible and will not be considered as an option but Mawdley House courtyard is an option the TMI will be considering but it will require planning permission. TMI are also considering vacant shops in the shopping parade and Quentin House basement spaces. The end basement is full of asbestos and clearing will cost around £90K and its not feasible.	RA
4.3	The basement spaces currently occupied by the TRA and Waterloo Football Group is a more feasible option and some initial explorative works has been done with a consultant surveyor. £12,000.00 has been set aside for formal feasibility works and RA will keep TMO updated. <i>Final sentence redacted.</i>	RA
4.4	RA will be checking to see if planning permission is needed to convert any Quentin basement into an office space/community space	RA
4.5	RA has also asked SI to advise him if any ground floor voids come up that can be used as a TMO Office.	SI
5.0	Webber Row Major works Target to finish work end of June 2019.The temporary portacabins have been removed and Mawdley Courtyard cleared.	
6.0	AOB	
	JG noted that new dates to match quarterly reporting would be agreed on 4 th Sept Board meeting. The date for the AGM was confirmed as 18 th September, Living Space 7pm-9pm.	
7.0	Date of 2019 meetings	
7.1	Board meetings 4 th Sept, AGM 18 th Sept, & Oct, Dec ,Jan & Feb/Mar 2020 – Dates TBC	
7.2	HR subcommittee mtgs - None	
7.3	Social Subcommittee mtgs - None	
7.4	Finance subcommittee mtgs: 7 th August, 11 th Sept, 9 th Oct, 13 th Nov, 4 th Dec. 2020 dates tbc.	
8.0	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.	