

Webber and Quentin TMO
Minutes of Board meeting Wednesday 18th March 2020 7:00-9.00 pm -
REDACTED VERSION
W&Q TMO office, Living Space,1 Coral Street.

Present

Orenda O'Brien Davis OOD (minutes)	Lisa Stevens LS
Jill Goddard JG	Graeme Womack GW
Julie Lewis, JL	Jesse Cudjoe JC
Umran Malik, UM	Angela Nelson AN
Sophie Thorpe ST	

In Attendance

1 Resident observer - Robert Okpuru

No	Item	Action
1.	Welcome, introduction and apologies	
	JG welcomed all and chaired the meeting, which was quorate (5 minimum). Some members attended by phone due to coronavirus precautions.	
2.	W&Q TMO Board matters	
	Declarations of Interest and attendance	
	No interests were declared. Code of Conduct was agreed by observer (could not sign due to being on a conference call.)	
	Minutes of last board meeting on 4th September 2019	
	No inaccuracies reported. Board members take turns at Minute taking in future using a template. Minutes are to go to Tracy as well as other attendees in future.	
	Minutes were approved unanimously, signed by JG and passed to SI for the audit file. OOD proposed, ST seconded.	
	Actions & Matters arising from last meeting not on agenda	
	Motorbike parking. On the list for installation. SI will update later. No update.	
	TRA Hall Repairs. Flooded again. Several operatives have been sent. Need Technical Officer. TS and SI are moving it forward. Water from newly laid carpark is responsible. Jill updated that the Southwark Council technical officer is now involved. Have acknowledged that the leak is coming from the car park, drain next to the building.	
3.	Board Main Items	
3.1	Coronavirus	
	TMO staff working from home. Contractors will go in for an emergency (Elkins have located a firm that will come in in gear.) UM has updated the website with recent info and links. Have email addresses and now emails are going out to residents. Siraj has organised with Solomon (IT) re desktop files, moved to Google OneDrive so he and Linda can access via the intranet. Solomon will set up in future so whichever computer will go to computers. Siraj has a list of vulnerable people and is regularly contacting them to ensure are all right. Sophie offered to pick things up, Sophie to liaise with Siraj about this.	
3.2	Gardening and BOST Green Hub residents	

	Julie has emailed round draft questionnaire with amendments from Mollie's original . Will discuss at April meeting. Comments on questionnaire to be sent to Julie by next Wednesday. Mollie from BOST went round with Jill and Julie, brought other residents from another estate to give us an idea. can go into the next newsletter and emailed round. When have more info, can go for grants.	
3.3	2020-21 TMO Budget discussion and approval	
	<p>Graeme explained there is a budget deficit forecast but we think we will actually have more money than budgeted at the end of this financial year. Cannot be certain yet, but will £25k to £30k over the £40k reserve. We have been conservative on the additional income we are expecting. Siraj is performing well on rental income. £10k grant included, not guaranteed. If don't receive, we'd reduce that amount.</p> <p>Graeme went through the budget allocations. Some money is allocated from reserve to increase social committee activity to increase membership / interest in the TMO. AN noted with the crisis the rent arrears might go up. Worth TMOs approaching Southwark re this together. Graeme noted worst arrears cases are dealt with by Southwark. The issue of rent is in the news and we expect more help will come out, e.g. grants to council for tenants.</p> <p>Actions: Orenda to email Southwark re this. Info to be shared on website once we have info by Umran.</p> <p>Action: JG proposed and AN seconded the approval of the budget. Unanimously approved.</p> <p>Note: Finance minutes in board pack erroneously state March but they are actually January.</p>	OOD / UM
3.4	Chairs Resignation 31st March 2020 and way forward, discussion of role to cover	
	<p>UM to take on Moorepay contact (24 HR contract) with JC to support as HR chair. JG to work with UM to make this happen.</p> <p>LBS STOMAC meetings (all Southwark TMOs meeting). All meetings cancelled currently. Every six weeks. Will discuss when dates are shared.</p> <p>TMO board training – AN took this on. To be added to agenda as a standing item.</p> <p>Minutes – ST to put a calendar together and will create a rota with a seconder (Lisa at the end)</p> <p>ST nominated UM as chair. OOD seconded. Vote: Unanimously agreed! The room congratulated. JG and UM to arrange handover outside the meeting. Flowers given to ST in recognition of her sterling work.</p> <p>GW expects to step down as chair at the AGM, all to note and look around for new treasurer! AN will also be stepping down as chair as will be joining Cooper Close.</p> <p>Line Management to be done by UM as Siraj would prefer this to be the chair.</p>	JG/UM AN / OOD ST / All
3.5	Bike lockers management – existing and new ones	
	Siraj and OOD have worked with Linda to check all of our bike lockers. The end of this task is due by the end of March – open them up, ensure have bikes or prams. Update in April. Siraj has met with council grants officer re £4k to buy new lockers, have walked around the estate and are working where they should go.	
3.6	April 22nd or 20th?? 2020 Residents meeting planning	

	Cancelled due to coronavirus. Email list will help us keep in touch. Email needs to be sent to Neil Coyle that	
3.7	TMI Southwark Council	
	<p><i>MMA Signing required</i> – JG updated that the errors have been sorted, page numbers added in. Next step is the signing.</p> <p><i>TMO Permanent office</i> – JG updated from Richard via email that planning application has now gone in for the portacabin in the Quentin car park. Some discussion re the lifetime of the portacabin (was advised 5 years maximum). JG asked what has happened about the Mawdley option and Richard said the council had discussed and said that for various reasons they had made the decision to go for the Quentin option. A public notice will be served.</p>	
4.	AOB	
	<p>Voids & Disrepair - may be a cost for our budget, relates to a legal challenge by a resident re a repair not done (disrepair). Solicitors now encouraging people to do this, we have to hire legal representative. Council are saying this is a cost for the TMO, TMOs are arguing this is a cost for the council. Is not in the MMA list of duties! We have someone on the estate who has started legal proceedings. If we don't do anything, the court fees go up. After lots of speaking to the council, we have agreed to get a solicitor, but will then prove don't need to pay and will reclaim against the council. Much of this has to do with longstanding drainage stack issues.</p> <p>UM has had a survey done recently. Will circulate the report and give to Siraj.</p> <p>Social events – JG reported second one happened in February, third in March cancelled by Jill due to coronavirus. No more in the diary.</p>	
	Date of 2019 /20 meetings	
	<p>Board mtgs 18th March 2020, 29th April, 10th June</p> <p>Residents' mtg now 20th April 2020.</p> <p>Finance subcommittee mtgs 11th March, 15th April, 13th May</p> <p>HR subcommittee mtgs</p> <p>Social Subcommittee mtgs -Informal only. Board agreement on any actions.</p>	
	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.	
5	Closed session – see unredacted minutes	