

Webber and Quentin TMO
Minutes of Board meeting Wednesday 30th Oct 2019 7:00-9.00 pm
Webber & Quentin Hall, Quentin House, Gray Street.

Present

Orenda O'Brien Davis OOD
 Jill Goddard JG
 Julie Lewis, JL
 Angela Nelson AN

Graeme Womack GW
 Jesse Cudjoe JC
 Sophie Thorpe ST

In Attendance

Richard Amoah, LBS TMI Development Officer RA
 Tracy Stedman LBS TMI Monitoring Officer TS
 Sirajul Islam W&Q TMO Manager SI

Apologies

Umran Malik, UM

No	Item	Action
1.	Welcome, introduction and apologies	
	JG welcomed all and chaired the meeting, which was quorate (5 minimum). It was noted that it was good practice for Board members to take turns at the minutes and JL had agreed to type them this time.	
2.	W&Q TMO Board matters	
	Declarations of Interest and attendance	
	No interests were declared. Code of Conduct and Declaration of Interest forms were issued to Board members and signed by those attending.	
	Minutes of last board meeting on 4th September 2019	
	No inaccuracies reported. Board members are to take turns at Minute taking in future using a template. Minutes are to go to Tracy as well as other attendees in future. Proposed by Sophie Thorpe and agreed by Orenda O'Brien Davis Minutes were approved unanimously , signed by JG and passed to SI for the audit file.	
	Actions & Matters arising from last meeting not on agenda	
	NOTE: Minutes should only be amended for accuracy by Chair and Treasurer before draft is sent out. Any inaccuracies should be noted and minuted in next meeting. Actions outstanding from Sept 4 th meeting Residents letter regarding Fire Risk Assessment decisions being finalised by LBS RA has not had feedback from TS. ACTION: RA will chase the relevant department to ensure letters are sent out. Update: the Council's new fire policy guidance has been sent to TMO managers and should be put on the website. Arrangement to be made with TS, SI and Councillor for an onsite visit regarding Door Entry at Quentin House. Board requested for an approximate maintenance cost, what the	RA

	<p>allowance would be if TMO took over the maintenance and for the door entry system to be fixed as soon as poss.</p> <p>SI reported, allowance is minimal – approx. £350-400.</p> <p>SI also reported a joint site inspection with senior council officers was carried out in June and a number of repairs were issued following the visit. Residents been advised via Newsletter to report these matters directly to Southwark.</p> <p>Motorbike parking issues in Webber Row Blocks – SI escalated the matter to senior officers and Cllr Maria Linforth-Hall. Cllr Linforth-Hall rang SI today and advised she has received an email from a senior officer and they have agreed new bays will be created in Webber Row. ACTION: Cllr Linforth – Hall will arrange s site meeting with SI and respective officers to agree locations.</p> <p>OOD noted that a secure way of locking bikes must be incorporated into the bike road parking to prevent theft. Action: SI to note this and pass this Council Officers.</p> <p>Check with UM to add introductory paragraph offering training to all residents, if space, to training programme list on the website: ACTION: JG to ask UM Done.</p> <p>Jill reported on the grant application led by Bankside Open Spaces Trust . We should hear in November if this is successful to help us with garden consultation as to what residents want .</p> <p>JG noted that the Community basement room toilet is still not working. ACTION: JG will ring RA to get Ian Brindley on the telephone to arrange to repair it.</p>	<p>LH</p> <p>SI</p> <p>JG</p>
2.	Board Reports	
2.1	Project form application for Mawdley House planting £250	
	<p>The Board discussed the application and photos of the Mawdley Courtyard planters which the application applied to for additional soil, bulbs and plants and a discussion ensued. Standage have donated £500 to W&Q TMO for all 5 Webber Row blocks. Any other funds used are the Social Fund or the Gardening budget.</p> <p>Decision: <i>Update: Rachel and David didn't attend to present their ideas. There was some discussion about how we can support a kids gardening club. Decision: Siraj to sort out the tap which has dried up so that plants can be watered. He will also ask Just Ask if they can be involved in the kids club and if they can offer any plants through wholesale.</i></p>	SI
2.2	Election of Board officers and Co-optees	All
	<p>Update: Tracy congratulated the Board on their progress since the shaky start.</p> <p>The board discussed the committee officers required and proposed the following:-</p> <p>Co-opted members 2 only Angela Nelson. Proposed by Jill Seconded by Julie Decision: the Board agreed unanimously.</p> <p>ACTION SI to ask Lisa and a few others if they are interested in being co-opted.</p>	SI

	<p>Chair – Jill Goddard Proposed by Jesse Cudjoe Seconded by Sophie Thorpe Decision <i>Agreed unanimously</i></p> <p>Vice Chair – Sophie Thorpe Proposed by Jill Seconded by Orenda Decision <i>Agreed unanimously</i></p> <p>Secretary Orenda Proposed by Sophie Seconded by Jesse Decision <i>Agreed unanimously</i></p> <p>Treasurer Graeme Proposed by Jill Seconded by Sophie Decision <i>Agreed unanimously</i></p> <p>TMO Liaison Committee Tracy talked about – wanted reps. Jill, Sophie and Orenda to cover for each other. Jill to be safeguarding champion.</p> <p>Sub committees – Elections</p> <p>Finance sub committee GW nominated as Chair and Ood and AN by JG Vote unanimous in favour.</p> <p>HR sub committee JG nominated as Chair and Ood, JC as members. Unanimously voted in.</p> <p>Social community sub committee ST nominated as Chair and JC as a member by JG. Unanimously voted to continue. JG asked SI to consider doing something for the vulnerable residents on our estate this winter.</p> <p>ACTION ST and SI to consider and discuss ideas.</p>	ST, SI
2.3	Chairs Report	
	<p>The Board noted the report presented by JG. Any items not on the agenda elsewhere are covered here. Updating our Leave Policy is needed and Moorepay and SI have both produced useful drafts to be considered.</p> <p>ACTION Staff HR Committee to meet on 6th November to discuss the draft options.</p> <p>Training: Orenda had attended the Dealing with Complaints course. All the courses are listed on the website, all are encouraged to make use of them. Everything else is on the agenda.</p>	All HR cmttee
2.4	TMO Manager’s Quarterly Report Q2 July-Sept 2019	
	The Board noted the report presented by SI and a discussion ensued.	All

	<p>Decisions Complaints Policy draft proposed for acceptance by JG And approved unanimously. SI said we need the Complaints Policy to be on the website. SI has a folder for Policy documents and they should be put in Dropbox too. Most complaints are re repairs. Agreed unanimously.</p> <p>TS was happy with the manager's report and hitting targets mostly at over 90per cent. Biannual tenancy checks are not on target but as the staff visit more tenants (well up on last year), they pick up more repairs. We are on target to achieve a small surplus at the end of the year but there is a big bill coming from Elkins which is for VOIDS and repairs.</p> <p>SI noted that repairs costs are rising as tenants report more repairs work. Damp and water leakage are coming up more than other repairs. SI is helping advise residents on good practice to reduce condensation as much as possible.</p> <p>TS is concerned that we still have 35 outstanding Fire Risk Assessments (FRAs) – this seems to be a software and training issue. SI said there only a few outstanding really e.g. objects likes prams and bikes blocking exits and adding to fire risks.</p>	
2.5	2018-19 Accounts submission to FCA	
	JG advised that this has to be done 7 months after the end of each financial year. It has now been done for 2018-19 accounts. GW and SI are working closely on the finances and streamlining the operation. VAT is being done digitally now with HMRC.	
2.6	2019-20 Budget review and discussion	
	<p>The board noted the increased Repairs costs advice by SI and discussed budget options. Decision: No change in budgets at present is needed. ACTION: GW and SI to keep any eye on our surplus and advise if any changes are needed to budget headings and amounts.</p> <p>SI to prepare draft budget for 2020-2021 for the January TMO Board to discuss.</p>	<p>GW</p> <p>SI</p>
3.	TMI officers MMA and Permanent Office update	
	<p>MMA Update from RA: RA will arrange a time to meet SI and go through any MMA changes to make. We can then sign the final copy as it is nearly finished and to use the W&Q TMO official stamp which embosses the paper.</p> <p>Office</p> <p>Update from RA: A discussion ensued after RA updated the Board about the permanent office progress. RA has checked options of 2 portacabins plus a ground floor flat has recently become VOID. He needs to consult senior management on possible use of the flat as an office before calling the Office Working party to meet. Meanwhile, the rent due to the council had been put on hold until this is resolved. Decisions: The board welcomed the ground floor flat option as the best option and solution but appreciated that RA must make the case to allow that change of use; ACTION: RA to report back on progress. Measurements were taken. The council's spare portacabin is much bigger than the footprint of the old building. There was another site visit looking at a smaller portacabin. A</p>	RA

	ground floor property in Quentin has become vacant. A business case has been presented to senior Council members to convert it to the TMO office and the property has been withdrawn from the housing stock. We await their approval. No need for a working party to be active at the moment until more information available. The Board expressed unanimous approval to this approach.	
4.	<p>AOB</p> <p>Bike lockers – JG noted the successful grant application for 4K of funding for new bike lockers- likely to be no more than 8 at approx. £ with 500 each to include installation. The applicant has moved away now but the lockers must be bought and installed by July 2020. Jill said Quentin needs more as it only has 6, need a consultation LBS on where to site them. Bike Rental income is down – needs investigation to see why.</p> <p>Decision and ACTION: SI and LK to check the original bike locations agreed by LBS (JG to provide original map) and to invite the council cycling officer here to agree locations are still acceptable or to consider any new ones.</p> <p>The inspecting of current locker contents is outstanding and needs to be done by LK. SI and LK to discuss when.</p>	<p>SI, LK, LBS, JG</p> <p>SI & LK</p>
5.	Date of 2019 /20 meetings	
	Board mtgs 11 th Dec, 29 th Jan 2020. The rest will be discussed later, consider: 19 th March, 29 th April, 10 th June, 29 th July, 9 th Sept, 28 th Oct, 9 th Dec.	
	HR subcommittee mtgs 6 th Nov 2019	
	Social Subcommittee mtgs None	
	Finance subcommittee mtgs: 13 th Nov, 4 th Dec. 2020 dates tbc.	
6.	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.	