

**Webber and Quentin TMO**  
**Minutes of Board meeting Wednesday 11<sup>th</sup> Dec 2019 7:00-9.00 pm**  
**Webber & Quentin TMO office, Living Space, 1 Coral Street.**

**Present**

Orenda O'Brien Davis OOD  
 Jill Goddard JG  
 Angela Nelson AN

Graeme Womack GW  
 Jesse Cudjoe JC  
 Umran Malik, UM

**In Attendance**

None

**Apologies**

Julie Lewis, JL

Sophie Thorpe ST

Richard Amoah, LBS TMI Development Officer RA

Tracy Stedman LBS TMI Monitoring Officer TS

No	Item	Action
1.	<b>Welcome, introduction and apologies</b>	
	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 GW had agreed to type them this time.	
2.	<b>W&amp;Q TMO Board matters</b>	
	<b>Declarations of Interest and attendance</b>	
	No interests were declared.	
	<b>Minutes of last board meeting on 30<sup>th</sup> October 2019</b>	
	No inaccuracies reported. <i>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.</i> <b>Proposed by OOD and agreed by AN</b> <b>Minutes were approved unanimously, signed by JG and will be passed to SI for the audit file.</b>	
	<b>Actions &amp; Matters arising from last meeting not on agenda</b>	
	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 October 30 <sup>th</sup> 2019 meeting  Jill reported that the Green Hub grant application led by Bankside Open Spaces Trust has been successful. This project will run from January 2020 to December 2020. Depending on the level of funding we hope that Bankside Open Spaces Trust will help us with garden consultation as to what residents want.  Motorbike parking issues in Webber Row Blocks – SI has had a site meeting with the council officers. Board is waiting for an update on the outcome of the site visit and where an appropriate space would be for motorcycle bays including a secure locking mechanism. <b>ACTION: SI to confirm outcome and next steps</b>	<b>SI</b>

	<p>TRA Hall in Quentin House – staff have confirmed that the toilet has been fixed. OOD will check the room. <b>ACTION: OOD to check</b></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. £ 500 net vat 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, need a consultation with LBS on where to site them. Bike Rental income is down – needs investigation to see why. <b>ACTION: SI and LK to check the possible bike locations at Quentin blocks with LBS and to invite the council housing or cycling officer here to agree Quentin locations are acceptable or to consider any new ones.</b></p> <p><b>The inspecting of current locker contents is outstanding and needs to be done by LK. SI and LK to discuss when.</b></p> <p><b>Update 11<sup>th</sup> Dec – there has been no progress at all on this.</b></p>	<p><b>OOD</b></p> <p><b>SI &amp; LK</b></p> <p><b>SI &amp; LK</b></p>
<b>2.</b>	<b>Board Reports</b>	
<b>2.1</b>	<b>Chairs Report</b>	<b>All</b>
	<p><b>Detailed staff handbook</b> More detailed draft staff handbook had been provided by HR advisor, Moorepay, and circulated to the Board. This covers some areas that were not explained in full by the basic staff handbook. It has also been provided to staff to allow them to comment if relevant although Moorepay have advised that as there are no significant changes to terms of employment, there does not need to be a formal consultation. <b>ACTION: any comments to be provided to JC &amp; JG before 17<sup>th</sup> January</b></p> <p>The HR subcommittee is also considering whether to implement a formal salary increment policy and will make a recommendation for the Board's approval in March. JG will ask other TMO contacts for any examples. <b>ACTION: JG to get feedback on other TMO salary increment policies</b></p> <p><b>Board Training – Managing Staff training course feedback from 7<sup>th</sup> Dec course at D'Eyensford, Camberwell.</b> JG feedback on her attendance of the above training course. A useful session with other TMOs. Future training sessions are on the W&amp;Q website.</p> <p><b>Stomac mtg feedback-any questions -future reps needed</b> The Board noted the Chair's report that the proposal for an independent expert consultant to represent all Southwark TMO interests is going ahead for the LBS TMO Allowance review. Costs will be shared across TMOs with an estimate of £500 each. The Board has previously agreed to this cost.</p> <p><b>Gardening Plans</b> SI had a site meeting with Just Ask gardening service and the resident proposing a planting project in Mawdley courtyard. Just Ask are going to draft a planting plan which will be costed. <b>ACTION: SI to bring the costed draft plan to the Board once presented</b></p>	<p><b>All</b></p> <p><b>JG</b></p> <p><b>SI</b></p>

2.2	<b>2019-20 Finance update on current position and process</b>	<b>GW</b>
	<p>The TMO bank balance at the end of November 2019 was £92,251.24. This is within budget, although we continue to note higher than budgeted repairs. GW and SI to review the position at end of December 2019 and feedback to the Board and use in drafting the budget for 2020-21.</p> <p><b>ACTION: GW and SI to review budget in preparation for the January Board meeting</b>  <b>ACTION: SI to prepare draft budget for 2020-21 for the January Board meeting</b></p> <p>JG reported that we have now transitioned our payroll and pension service transfer to Kreston Reeves.</p> <p>We are now due to apply for the next annual TRA grant. GW to action.  <b>ACTION: GW to draft application and circulate to Finance subcommittee prior to submission</b></p>	<p><b>GW &amp; SI</b></p> <p><b>GW</b></p>
2.3	<b>Social Subcommittee – Winter activities</b>	
	<p>JG and the Social subcommittee had circulated a proposal, which was agreed by email by all board members unanimously. This was discussed further and ratified tonight.</p> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> Dec trial lunch</li> <li>• Coffee/tea morning get-togethers on 13<sup>th</sup> Jan, 10<sup>th</sup> or 17<sup>th</sup> Feb and 16<sup>th</sup> March 11am-12 midday</li> <li>• 25 x £50 vouchers for food or heating top up to those in rec'pt of universal credit, vulnerable, elderly, identified confidentially by staff and paid by TMO Social community funds.</li> </ul> <p>Estimated budget agreed in total:</p> <ul style="list-style-type: none"> <li>• Lunch = £250 (Actual final cost was £286 including service 10 people attended inc 2 staff and several new social ideas-summer coach trip to Brighton, more coffee/tea mornings, bingo, salsa classes ,new flower planters were suggested)</li> <li>• Food and heating top up 25 x 50 = £1,250.</li> <li>• Coffee mornings 25 people x £3pp £75 x 3 = £225</li> </ul> <p>Total budget agreed £1,761</p> <p>The social community fund is currently £2,000 plus we are due to claim a further 1,300 for 2019/20. 3,300 minus 1,761 leaves a balance of £1,539 for summer events &amp; winter 2020 before the next grant claim.</p> <p>At the trial lunch on 9<sup>th</sup> December 2 tenants said they would join the TMO. Social ideas were a coach trip to Brighton in Summer 2020. Coffee mornings and lunches were welcomed as a simple good way to meet, talk and share ideas.</p> <p><b>Decision: Board ratified the proposal</b>  <b>ACTION: SI, JG and Social subcommittee to take forward</b></p>	<p><b>JG &amp; ST</b></p>
2.4	<b>Election of Board officers and Co-optees</b>	
	<p>Lisa Stevens , Quentin tenant, has applied to be co-opted and been nominated by JG.</p> <p>Maria Lourdes, Webber Row tenant and an experienced book keeper, has expressed interest in the Finance subcommittee and could attend the January meeting.</p> <p><b>Decision: The Board agreed to co-opt Lisa Stevens to the Board and agreed that Maria Lourdes would be invited to sit in on a Finance subcommittee meeting</b></p>	

	<b>ACTION: JG to provide email address to GW</b>	<b>JG &amp; GW</b>
<b>3.</b>	<b>TMI officers MMA and Permanent Office update</b>	
	<p><b>MMA</b> Update from Richard Amoah at Southwark Council: 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 official stamp which embossed the paper. <b>ACTION: This is still outstanding .SI to arrange a meeting with RA</b></p> <p><b>TMO Office</b> <b>Decisions: The board had welcomed the ground floor flat option as the best option and solution but appreciated that RA had to make the case to allow that change of use.</b> 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 had no reply and there has been no progress on the portacabin. RA is away until 17<sup>th</sup> Dec.</p> <p>JG asked Cllr Maria LH to contact the Director of Housing directly for his decision to support our use of this flat. Cllr Maria LH did so and the Director of Housing has refused the request on the basis of the high need for housing in Southwark.</p> <p>JG asked all Board members for what the TMO should do next as she should not do this alone. A discussion ensued.</p> <p><b>Decision: AN will become the Board representative focussed on liaising with Southwark Council on the TMO office</b> <b>ACTION: AN to email Southward Council</b> <b>JG to forward email text to AN for background information.</b></p>	<b>SI &amp; RA</b>
		<b>AN &amp; JG</b>
<b>4.</b>	<b>AOB</b> JG raised the possibility of grant funding providing additional support to the TMO office in order to support community activities.  UM suggested the possibility of an apprenticeship to assist with office admin. UM to speak to SI about how this might work. <b>ACTION: UM to arrange a meeting with SI</b>	<b>UM &amp; SI</b>
<b>5.</b>	<b>Date of 2019 / 20 meetings</b>	
	Board meetings 29 <sup>th</sup> Jan 2020. The rest will be discussed later, consider: 18 <sup>th</sup> March, 29 <sup>th</sup> April, 10 <sup>th</sup> June, 29 <sup>th</sup> July, 9 <sup>th</sup> Sept, 28 <sup>th</sup> Oct, 9 <sup>th</sup> Dec.	
	HR subcommittee meetings – met on 6 <sup>th</sup> Nov 2019	
	Social Subcommittee meetings – 2020 Coffee mornings	
	Finance subcommittee meetings: 8 <sup>th</sup> Jan 2020, 18 <sup>th</sup> Feb, 10 <sup>th</sup> Mar	
<b>6.</b>	<b>Close 9:00 pm – End of meeting</b>	
	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.	