

Webber and Quentin TMO
Minutes of Board meeting Wednesday 10th June 2020 7:00-9.00 pm

Present

Orenda O'Brien Davis OOD (minutes)	Lisa Stevens LS
Graeme Womack GW	Julie Lewis, JL
Jesse Cudjoe JC	Angela Nelson AN
Umran Malik, UM (Chair)	Sirajul Islam (SI) – TMO Manager
Sophie Thorpe ST	

Southwark attendees: Richard Amoah, Tracy Stedman, Jackie Richards

Resident observers: None

Apologies: None

No	Item	Action
1.	Welcome, introduction and apologies – standing item	
	UM welcomed all and chaired the meeting, which was quorate (5 minimum). The meeting was held virtually over Skype due to the coronavirus pandemic.	
2.	W&Q TMO Board matters – standing item	
2.1	Declarations of Interest and attendance – standing item	
	None.	
2.2	Minutes of last board meeting March – standing item	
	Minutes are to go to Tracy as well as other attendees in future. Minutes were approved unanimously, proposed by Umran, seconded by Sophie. Will be signed by UM and passed to SI for the audit file.	
2.3	Actions & Matters arising from last meeting not on agenda – standing item	
	UM to be added to Moorepay HR – completed. Website & Comms sub-committee – Action: Sophie to get in touch with Rob this week. Meetings are planned we 3x per year. Next meeting will look at newsletter but will not be for some time as we are waiting to see what happens with lockdown. New contractor – Tracy queried as to how we will arrange payments as SI declared an interest to make sure is checked by other people and not SI. SI noted jobs are usually issued by Linda. Graeme noted that the finance committee looks over payments and makes all the payments and looks over the works done. MMA signing - SI updated that all is now ready and agreed, just awaiting this to be signed after the pandemic. Action: Richard updated that he will sign two copies soon to the TMO for signing and sealing and will do that at his end. Motorbike parking. On the list for installation. SI will update later. On hold due to pandemic. No update for June. TRA Hall Repairs. No update due to pandemic, no repairs taking place.	ST RA
3.	Board Main Items (training is standing item)	
3.1	Board Training – standing item	
	Not discussed. Action: carry forward the action that we need to prepare a training plan	

	for the board in terms of who will be attending some of the sessions (meant to be done at the start of the financial year).	
3.2	TMO office update	
	<p>Richard reminded the meeting about the two options – ground floor flat and portacabin. LBS against use of the flat including Member of Housing, Head of Housing. So this options has been discarded. Flat now available for let.</p> <p>Portacabin, after reflection on the two sites, on the grounds of less resistance LBS went for Quentin car park site. Initial suggested position would not have affected parking. Planning did not agree and suggested another location, felt security of portacabin more important than losing parking so suggested another location. Utilities cost will be higher; felt it would blend into the environment more appropriately. 22 objections from the public to date. Outcome still awaited. Planning officer has indicated that we will have an outcome in the first week of July. May have to move one of the bicycle sheds. Orenda noted that BikeAway will need to reset the bike locker if this is done.</p> <p>Although we will lose some parking, we could create some new parking – RA will discuss with parking to confirm this and get back to us before the meetings to take place noted below.</p> <p>Lambeth have confirmed that the office will be available until at least 2023. LBS offered the option of remaining in the current office. If do not take up the portacabin, the funds may not be available in future. A decision by the second week of July would be desired. Richard states that even with objections, many of these are not considered planning related so the approval may be given. Action: Richard will forward some of the designs to give us an idea and this will assist the decision-making process.</p> <p><i>Discussion.</i> Points raised: there are lots of issues to weigh up. There are challenges with Living Space in terms of access which has been very problematic especially regarding evening meetings. We need some time to think about this. Richard confirmed that the council cannot offer more funds than the current budget for rent if we wanted to take up another office space nearby with improved access. Jackie suggested more than one meeting be held, one before the planning application is decided upon, and another afterwards. Action: Board agreed 24th June and 8th July for special meetings to discuss, 7 pm.</p>	<p>RA</p> <p>RA</p>
3.3	Garden and Bike locker location consultation update / Temporary opening of garden	
	<p>Board discussed the initial website survey we are doing in lieu of a larger consultation until we have obtained funding / word from BOST. It is important that the consultation be done by an organisation outside of the TMO, so it is perceived to be neutral. Minor amendments to this initial survey were agreed, and wording to make it clear this is a preliminary survey so that people understand actions will not be undertaken on the back of this, and also that there are other resources we have including landscaping suggestions from previous work done. Action: UM to amend the survey to ensure it is clear to which space the comments pertain.</p> <p>Temporary access to Webber Row green space. Julie explained that the lock was accidentally changed, she expects we need to change back to a fire lock and she is following this up.</p> <p>Entry or Julie to allow access to mowers and toolbox key so can open it. Action: SI to arrange this.</p>	<p>UM</p> <p>JL</p> <p>SI</p>

	<p>Temporary access / sign Suggestion for two slots for gardening and access to cherry picking. Daytime access was suggested, but residents want times outside of this. Suggestion that we do it for summer and see how it goes with residents. Residents have offered to open up the garden and close it up. Much discussion on the email group re this. Action: Julie / SI to work with residents who have offered to open the space, and Silva the cleaner, to agree opening times. Times to be put on the website / Facebook as they could change.</p> <p>Orenda requested a change in wording on the sign as she felt it would cause offence to some. Action: sign wording to be agreed over WhatsApp noting the challenges and the consultation. Opening hours will be on the website / email shot.</p>	<p>JL / SI</p> <p>SI / Board</p>
3.4	<p>Operations update</p>	
	<p>SI and LK still working from home, go in occasionally. Will open up from July for a drop-in. Each tenant in the office has one toilet. Will be looking at working hours to avoid busy transport. People are having to wait long periods to get on the bus. Possibly by September things may settle down. We'd need to have a good reason for people to come in to the office. Used to be 3-4 visits approximately per week. Doesn't need to be in person. Possible for SI to drive in but issues around congestion charge / parking. Possible to cycle? Decision: Office not to be opened unless absolutely necessary. Situation to be kept under review.</p> <p>Tracy noted some TMOs are opening one or two mornings a week, with Perspex screens etc. She advised the staff take it week by week and change at a later date if needed. SI noted estate walkabout will start up again.</p>	
3.5	<p>Committee updates</p>	
	<p>HR Sub-committee - Jesse as chair, Orenda, Jill, Angela, Umran. No update, committee did not meet.</p> <p>Gardening Sub-committee – Julie as chair, Sophie, Jill Membership of this sub-committee will not be restricted to the board, we will be asking in the newsletter for people to come forward as members. Action: AN to check re terms of reference for committees. There are rules but we can change these easily. Outstanding in June.</p> <p>Social sub-committee – Sophie as chair, Jill. No update.</p> <p>Finance sub-committee – Graeme as treasurer, Orenda, Angela, Jill, Lourdes (non-board member). No update as meeting is next week. SI updated bookkeeping done today and invoices will be sent to Graeme. Process of audit will start virtually.</p>	
4.	<p>AOB</p>	
	<p>Email groups – part of communication discussion group – have been discussing – UM noted suggested solution – creating a forum on website, all can register and have discussions, threads etc. Good forum for people to share, we can see what the issues are etc. Real names would need to be used. Strict conduct guidelines to keep neutral. Registration so just our group. If people want to keep the group the name needs to change. And TMO staff will not communicate through the forum. Facebook? UM updates regularly, link to page is on website.</p>	

	Travelodge interim guests during lockdown – creating many issues on the estate, number to be put on website and Facebook. Action: GW to email UM, UM to post. Orenda requested to discuss next meeting re how / if we want to open up the meetings up to observers. To be discussed during 29 th July meeting.	GW/ UM UM
5.	Date of 2020 /21 meetings	
	Board meetings 29 th July, 2 nd September (reserve date if need for audit report) AGM Tuesday 29 th September (GW possibly away) – BOOST Booked <u>Finance subcommittee mtgs</u> <u>HR subcommittee mtgs</u> as needed <u>Social Subcommittee mtgs</u> -Informal only. Board agreement on any actions.	
6.	Close 8:00 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.	