

Webber and Quentin TMO
Minutes of Board meeting Wednesday 29th April 2020 6:00-8.00 pm

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 (Chair) Angela Nelson AN
 Sophie Thorpe ST

In Attendance

1 Resident observer - Robert Okpuru (attended late as meeting started early due to Ramadan and Orenda forgot to let Robert know)

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	
	Reserve contractor item – SI declared that a partner in this firm used to work under him. No other interests were declared. Code of Conduct was agreed by observer (could not sign due to being on a conference call.)	
2.2	Minutes of last board meeting March – standing item	
	<p>Corrections as below: SI noted meeting was held virtually not at the office.</p> <p>3.4 ST noted ‘Flowers given to ST in recognition of her sterling work.’ should be Flowers given BY ST’.</p> <p>3.4 ‘GW expects to step down as chair at the AGM, all to note and look around for new treasurer! ‘ should be ‘... step down as treasurer..’</p> <p>3.4 And... ‘AN will also be stepping down as chair as will be joining Cooper Close.’ Should be ...’stepping down from the board...’</p> <p>3.6 – ‘Cancelled due to coronavirus. Email list will help us keep in touch. Email needs to be sent to Neil Coyle that’ should be ...’ that cancels this meeting’.</p> <p>Minutes are to go to Tracy as well as other attendees in future.</p> <p>Minutes were approved unanimously, proposed by Jesse, seconded by Sophie. Will be signed by UM and passed to SI for the audit file. OOD proposed, ST seconded.</p>	
2.3	Actions & Matters arising from last meeting not on agenda – standing item	

	<p>MMA signing - SI updated that all is now ready and agreed, just awaiting this to be signed after the pandemic.</p> <p>Disrepair – SI noted that it seems that TMI have accepted that TMOs are not responsible financially for disrepair. We will send an invoice for our costs to date in this area.</p> <p>Decorations – board agree we can offer incoming tenants a cash amount to decorate the rooms if they wish, rather than us having contractors do this. This gives us a saving, and some tenants prefer the flexibility to do it themselves. GW noted the finance subcommittee were in agreement with this. Query re would the money be given if decs not needed. SI confirmed that the need for decoration is decided by the TMO staff, and would not be given out if decoration not needed. Monies are paid in two parts. The work done is checked and second payment given once work is done.</p> <p>Decision: Board unanimously agreed.</p> <p>Motorbike parking. On the list for installation. SI will update later. On hold due to pandemic, SI will chase in May/June.</p> <p>TRA Hall Repairs. No update due to pandemic.</p>	
3.	Board Main Items (training is standing item)	
3.1	Board Training – standing item	
	AN updated that the TMO training is all on hold. Richard Amoah of the TMI team will be provided to us in due course. 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	Garden Consultations Update	
	Mollie is not responding to emails, we don't know if she is furloughed or what. We do need the intermediary of BOST. We will carry on agreeing the form in the meantime, until BOST / Mollie get back in touch. £5k is budgeted for survey and gardening work. BOST are free but they are just helping us with the questionnaire and the analysis of the results. If we need any more from them, we would need to pay. Newsletter now coming out in mid-May.	
3.3	Bike Locker Update	
	SI updated that 7 or 8 of the lockers of the 30 have not been looked at as the office is closed down. Re waiting list, 4 people were signed up, we will do this as soon as practical given the pandemic.	

	We have received all of the money we were expecting in October and April. New hangar – site visit just before the lockdown. Two sites identified – Far end of Mawdley courtyard and in Quentin car park. Our funding allows for about 10 lockers. We need to have resident agreement and that there is a demand for the lockers. This will go into the newsletter. Need to find out as well re office which has been mooted to be put on the car park.	
3.4	Q4 and End of Year Performance Update	
	Si went through the report; please see papers. GW queried if the TMI team would change the targets due to the pandemic. SI noted that this has not happened yet, but the report does note ‘subject to Covid restrictions’. AN queried re next steps re Linda’s targets. SI noted that it is now very difficult to measure her progress as some of the work is not possible at the moment. He will still be doing an appraisal, but the targets will be moved later into the year.	
3.5	Agree KPI for 2020/21	
	Decision: Board approved the targets with the proviso that allowances will be made due to the pandemic.	
3.6	Management Account Update	
	Board noted the balance. Surplus is about £20-30k, once agreed by the auditor. GW noted re finance that we have until end of September to send in our accounts, although this may need to be extended due to the pandemic. Current plan is for this timing, we will look again in June to see where we are at and will reassess if necessary. SI updated that bookkeeper continues to update accounts.	
4.	Board Members Roles & sub-committee updates	
4.1	Sub-committee members	
	<p>HR Sub-committee - confirmed that the make-up of the HR subcommittee remains the same (Jesse as chair, Orenda, Jill, Angela), ; UM to be added. Action: UM to be added to Moorepay HR – SI to co-ordinate with JG.</p> <p>Gardening Sub-committee – Chair is Julie, other members are Sophie and 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.</p> <p>Social sub-committee – Sophie is chair, Jill is the other current member</p> <p>Finance sub-committee – Graeme is treasurer, Orenda, Angela, Jill, Lourdes (non-board member) Newsletter will include request for recruitment to board members and sub-committee members. Jill to remain as bank signatory until this can be changed after the pandemic. Jill has hold of the new bank card, this will only be used as per the normal process. Bank post is being sent to Jill’s until post-pandemic.</p> <p>Website & Comms sub-committee – Sophie is chair, Umran, Siraj and Rob joins. ST will be in touch with Rob to introduce him to the sub-committee.</p>	<p>SI/JG</p> <p>AN</p> <p>SI</p>
4.2	Committee updates	
	None	

	AOB	
	<p>New office - AN updated from Richard that the planning application process has progressed slowly. Application went in in early March; no objections received to date. Query as to whether notices went out, board members living in Quentin reported that they have not seen a letter. Outcome expected 25th May. Expected that it may be granted for a fixed period, Richard is negotiating this. This would allow for the impact on the community to be assessed.</p> <p>Action: SI to ask for a copy of the letter and a list of to whom it has been sent. Action: AN to forward Richard’s email to SI.</p> <p>Query as to how people who have moved off the estate stop being members – response is that they inform Siraj who updates the list.</p> <p>Contractor – SI would like to add a second contractor on our reserve list just in case, and to try them out for a trial period. He noted that the Council have done a due diligence check on the company and there are no issues. SI has negotiated a discount from some of their current rates. Decision: board agreed temporary try out.</p> <p>SI noted TMO website has been updated with information as to how to complain. JL requested the office consultation be put onto the website as well.</p>	SI AN
	Date of 2020 /21 meetings	
	<p>Board meetings 10th June, 29th July, 2nd September (reserve date if need for audit report) AGM 9th September or Tuesday 15th September (tbc) – SI to look into Travelodge</p> <p>Finance subcommittee mtgs 13th May HR subcommittee mtgs as needed Social Subcommittee mtgs -Informal only. Board agreement on any actions.</p>	
	Close 8:00 pm – End of meeting	
	<p>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.</p>	