

**Webber and Quentin TMO**  
**Minutes of Board meeting Wednesday 9<sup>th</sup> September 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:** None

**Resident observers:** None

**Apologies:** Tracy Stedman, Richard Amoah, Cllr Maria Linfoth-Hall

No	Item	Action
1.	<b>Welcome, introduction and apologies – standing item</b>	
	UM welcomed all and chaired the meeting, which was quorate (5 minimum). The meeting was held virtually over Zoom due to the coronavirus pandemic.  Apologies from Cllr Maria Linfoth-Hall.	
2.	<b>TMO Board matters – standing item</b>	
2.1	<b>Declarations of Interest and attendance – standing item</b>	
	None.	
2.2	<b>Minutes of last board meeting June 10th – standing item</b>	
	Minutes go to Tracy and Cllr Maria Linfoth Hall as well as the board.  <b>Minutes of the previous meeting were approved unanimously, proposed by Umran, seconded by Jessey.</b>  Correction on pg 4 - 'Decision: Rules and guidelines approved (ST proposed, SI seconded).' - the proposer was not SI, this is an error, it would have been another board member.  <b>Minutes will be signed by UM and passed to SI for the audit file.</b>	
2.3	<b>Actions &amp; Matters arising from last meeting not on agenda – standing item</b>	
	<b>MMA signing</b> - SI updated that all is now ready and agreed, just awaiting for this to be signed after the pandemic. <b>Action: Richard will sign two copies and send to the TMO for signing and sealing and will do that at his end.</b> No July update. September – to happen Thursday September 10 <sup>th</sup> .  <b>Motorbike parking.</b> On the list for installation. SI will update later. On hold due to pandemic. No update for July; September – <b>SI will chase.</b>  <b>TRA Hall Repairs.</b> No update due to pandemic, few repairs taking place. Still only emergency repairs being done.  Next meeting agenda to discuss re how / if we want to open up the board meetings to observers.	<b>SI</b>
2.4	<b>Board Training – standing item</b>	



	<p>Small Grants - Orenda queried re how grant allocations are agreed for this fund as she was not clear, particularly in terms of whether some aspects might make the application be challenging for those who are not willing/able to open up projects to larger numbers or to those they don't know (e.g. a children's project). She requested that there be some potential project examples added to the project form to help avoid disappointment by applicants and provide clarity. ST noted the focus is currently on BOST consultation and overall how people are included, she take back this thought and respond at a future meeting.</p> <p>ST noted that she has had clarified that there is still £56k of Section 106 money for Quentin; this is not for parking or portacabin, it is for greening etc.</p> <p><b>Tool box</b> – budget was £100, request is £135 plus VAT just to look at and then more cost to repair if able to do so. <b>Linda to get a quote from Elkins, SI to email Linda.</b></p>	<p><b>ST</b></p> <p><b>SI</b></p>
<b>3.3</b>	<b>Communications Committee update/minutes – no update</b>	
<b>3.4</b>	<b>Finance sub-committee update/minutes – see above re accounts (Graeme as treasurer, Orenda, Angela, Jill, Lourdes (non-board member)</b>	
<b>3.5</b>	<b>HR sub-committee update/minutes – no update (Jesse as chair, Orenda, Jill, Angela, Umran)</b>	
<b>4.</b>	<b>AOB</b>	
	<p>ST has been looking at Terms of Reference and board duties and has noted some discrepancies, this can be looked at during the board training session.</p> <p>ST noted that the board can take on external support for some board roles. Suggestion, to be discussed later, is that this be used for secretarial and treasurer roles.</p> <p>UM informed the board that policies and FAQs are on the site, covering areas which are coming up regularly. This will continue to be updated.</p> <p>Sub-committee minutes will be on the website by the AGM, and the forum will be up and running.</p> <p>GW noted an overheard comment by a Quentin House resident that he or she 'just wanted the place livable' in relation to a leaking toilet.</p> <p>OOD mentioned the Channel 4 <b>TV show Council House Britain.</b></p> <p>Re major works, there was an issue with the <b>Quentin roof</b> and SI knows there are meetings about this and will update going forward.</p> <p><b>TMO office</b> – need to agree on small working committee to lead on this, Jill is interested and others may be. May be installed in about 4 months (January or February). Board agreed UM will be the board lead, along with JL and ST.</p>	
<b>5.</b>	<b>Dates of 2020 /21 meetings</b>	
	<p>Board meetings: AGM Tuesday 29<sup>th</sup> September (GW possibly away)</p> <p><b>Finance subcommittee mtgs</b> Wednesday 16<sup>th</sup> September, Wednesday 14<sup>th</sup> October</p> <p><b>HR subcommittee mtgs</b> as needed</p> <p><b>Garden and Social Committee (GSC) mtgs</b></p>	

6.	<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.	