

## Minutes of Haddonhall TMO Committee meeting 26/05/04

Actions to be undertaken in **bold type**

**Present:** Brenda Murphy, Sue Jennings, Ida Forster, Wendy Sedgwick, Rene Macklin, Sue Hilleard, Mike Sedgwick, Ben Beck, George Varughese

**1 - Apologies:** Flo French, Ruth Newman, Edward Macklin, Pattie Whitmore

**2 - Minutes of last meeting:** accepted as accurate record.

**3 - Matters arising from minutes:**

Letter to Bernie re maintenance working group – Ida said she had not had a chance to write this yet, but would do so asap. [Post meeting note, **letter now written**]

Community safety – Sue J has obtained the names of various community officers, who would be prepared to speak to members of the estate. It was agreed that holding an event in the gardens near the estate office on a Saturday afternoon would be ideal for those most likely to be interested in it. **Sue J to see if the officers could make a date towards the end of June.**

**4 – Finance:** Ida has investigated options for Treasurer with George. She met Ray Cattle, CEO of Fair Community Housing Services, who is too busy to be seconded, but can offer advice, and has offered to help us with recruitment. It was proposed that we recruit someone on a temporary basis, to do the accounts, and oversee routine maintenance management; on a part-time 20hrs per week, 6 month initial contract. Points made included the fact that all organisations have one person with overall responsibility for personnel; and that it's a good idea to have someone in the office more than is currently the case. The vote was carried with all in favour – no abstentions.

The mandate has been signed and sent to the bank. Sue J, Wendy and Sue Hilleard have formed a finance working group.

**5 – Staff review:** A staffing working group has been set up consisting of Ida, Rene and Ruth. **They will meet once Ida has looked through the job description provided by Ray Cattle.** It was agreed between the committee and Ben Beck that an agency could be used to fill the temporary post if desired.

**6 – Maintenance:** The tree pruning has caused some concern among residents and committee members. The maintenance working group will discuss the matter with Bernie as part of a handover meeting. Someone is attempting to sue the estate over a damaged paving slab that caused them injury. Ben Beck advised that he thought it would be Southwark Council's responsibility. **Mike to investigate further.**

**7 – Co-options to board:** It was agreed that it is too early to pursue full co-options but that the committee would welcome offers of help in specific areas from other residents.

**8 – Code of conduct:** George Varughese presented a draft code of conduct and the committee reviewed it and voted to accept it. Some key points that all members will need to observe include:

- Conflicts of interest. These should be written down in a book where a committee member has a conflict of interest in a subject to be discussed by the committee. The same member cannot contribute or vote. Residents in severe rent arrears should not serve on the committee.
- Gifts. In general no committee member should receive any gift. If offered something small like a box of chocolates, such a gift should be offered up to a raffle or communal event.
- Confidentiality. George Varughese re-affirmed the importance of not discussing committee matters outside of meetings.
- Working groups. Ben Beck suggested that working groups either record their discussions or agree in advance who would present to the main committee. George emphasised the importance of respecting the efforts and findings of the working groups. The function of the working groups is to investigate topics and make recommendations to the full committee which will make any decisions according to voting. It was agreed that the working groups' reports shall be a standing item on each agenda.

The committee has asked that a re-drafted code of conduct incorporating minor changes be presented at the next meeting ready for signing by all members.

**9 – Training:** Sue and Ida reported on the training day on governance. There are five further dates proposed:

12<sup>th</sup> June – Better Financial Management

3<sup>rd</sup> July – Staff management and recruitment

25<sup>th</sup> September – Business planning,

November date tbc – repeated introduction to TMOs

December date tbc– repeated governance.

**Sue H and Sue J are attending the 12<sup>th</sup> June session.** There are two free places for Haddonhall on each session.

**10 - Jam Factory:** Sue H and Ida reported on the meeting with Jam Factory residents:

- They are in the process of setting up a residents association.
- They too are upset about the state of Rothsay Street
- They would like to link up for a joint event

The committee will keep in touch with them and monitor progress.

**Mike and Ida to talk regarding Angel Properties wish list.**

**11 - Communication issues:** Ida has written to The Leathermarket and Tabard estates announcing Haddonhall's new committee status. Ben reported that the TMO Liason Committee meets regularly and is the main point of contact between Southwark Council and Southwark's TMOs. The committee agreed that we will elect a representative and deputy to attend in future. Ida suggested that someone from the committee should attend West Bermondsey Community Forum and Southwark Community Council meetings as well.

**12 - Any other business:** It was agreed that we need to establish guidelines for committee members' expenses – these are phone bills, computer consumables eg. cartridges and paper, travel to meetings or training on behalf of Haddonhall. Ben Beck advised that we should nominate designated key holders and have a register in the office. **Wendy to find out if there is one already.** Ida has typed up Bob's summary of accounts and **is in the process of typing up a list of comments from the AGM.**

**13 - Next meeting 9<sup>th</sup> June 6.45pm**