

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

22 June 2004

Present	Wendy (Chair), Ida (minutes), Flo, Ruth, Rene, Mac, Brenda, Pattie, Sue J, Sue H, George, Ben	
Agenda item	Decision	Action by
1. Apologies	Mike	
2. Minutes	Agreed as a correct record of the meeting	
3. Matters arising	<p>Community safety meeting – relevant people are on holiday at the moment, so Sue J has been unable to agree a date. Documents from Southwark Council – George and Ben have met and George knows where to find the information he needs.</p> <p>Ben will present a paper on housing allocation at the next meeting.</p> <p>Ben proposed that we invite someone from the housing department to explain the allocations procedure from their perspective. A vote was taken on this and the decision was taken not to invite them.</p> <p>A number of residents' issues were raised and we agreed that these would be taken up by the new Estate Manager. Wendy agreed to write to Church Housing (landlords of Carlisle House) regarding some of the problems caused by their residents.</p> <p>We agreed that concerns about individual residents should not be raised at Board meetings but should be passed onto the Estate Manager to deal with.</p>	<p>Sue J</p> <p>Ben</p> <p>Wendy</p> <p>All</p>
4. Staffing update	<p>Estate Manager. Sandra was introduced to the Board. Board members had been informed earlier in the week about Sandra Martin's appointment as Estate Manager. She was interviewed by Wendy, Ida and Ruth and will start work on Wednesday 30 June. She will be working 25 hours a week over 4 days.</p> <p>Existing staff (except for Bob who is currently off sick) have been briefed about the appointment.</p> <p>Annual leave. Existing staff are currently awarded 20 days a year annual leave. They have requested that this be reviewed by the Board as it is lower than employees working in similar roles for other organisations. The Board agreed to</p>	

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	<p>increase the allowance to 25 days per annum, with 1 day in addition to this for each five years employment with the TMO, up to a maximum allowance of 30 days per annum. This will come into effect from Monday Monday 27 June and will be pro rata'd for the remaining leave year up to the end of March 2005.</p>	
5. Finance update	<p>Bank mandate – Flo had been informed on 11 June that the new signatories would come into effect within a few days, but we have not been officially informed. Sue H agreed to chase up the bank to find out where they are with this.</p> <p>Ben advised that we should speak to Andy Murray at LBS to find out our allowance for the financial year. Ida has a letter passed to her from Bob on this which she will pass to Wendy.</p> <p>Sue and Wendy had met with Bob and he had confirmed that there were no major items of expenditure in the pipeline.</p> <p>An urgent priority is to set a budget for the year. Finance group to meet with Sandra as a matter of urgency to do this.</p> <p>We are still without a Treasurer. We agreed the following strategies:</p> <p>Talk to accountancy colleges to discuss co-opting a student</p> <p>Put a plea in the newsletter</p> <p>Put requests for volunteers to co-opt onto Board via Southwark Association for Voluntary Organisations (SAVO) and Volunteers in Action Southwark (VIAS)</p> <p>We are asking LB Southwark for some start-up costs which will include a computer system. We need to present a proposal to the Council.</p>	<p>Sue H</p> <p>Wendy</p> <p>Ida</p> <p>Sue H, Wendy, Sue J and Sandra</p> <p>Wendy</p> <p>Wendy</p> <p>Ida</p> <p>Wendy</p>
6. Maintenance update	<p>There were some queries about the work currently being done on the roofs on the estate. Maintenance group to find out why it's being done.</p> <p>(post meeting note: this is work that has been on the books for some time – routine maintenance)</p> <p>Sue H to ask Bob if he's invoiced Angel for the crane.</p> <p>Jam Factory – we agreed to say 'no' to Mansell's regarding their request to construct fan scaffolding around the hoarding until we had more information</p>	<p>Brenda</p> <p>Sue H</p> <p>Mike</p>

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	(letter to be written).	
7. Estate Renewal Group update	<p>This group has not yet met but will meet from 6pm to 7pm Wednesday 30 June. George advised that the Board needs to be represented at the Neighbourhood Forum to ensure we get access to any housing funds that are being discussed there. George will ensure we are included on the mailing list. We need to nominate a representative – to be agreed at next Board meeting A stock condition survey has been undertaken which includes this estate – George will get this information for us and will find out if there is anything in the pipeline for Haddonhall in the Investment Programme.</p>	<p>Estate Renewal Group All George</p>
8. Code of conduct and standing orders	<p>There was an amendment to be made to the Code of conduct so we agreed to postpone signing these until the next meeting and also to postpone the discussion of the standing orders until then.</p>	
9. Keyholders	<p>We need to get keys back from Bob and Bernie when they complete their handovers. We will then get a key book which will list who has what keys.</p>	<p>Wendy / Sandra</p>
10. Newsletter	<p>Wendy will draft a newsletter for Ida and Sue H to look at before the end of the week.</p>	<p>Wendy</p>
11. Surgeries	<p>We agreed that it would be more appropriate for Sandra to hold the residents' surgeries.</p>	<p>Sandra</p>
12. Feedback from external meetings	<p>West Bermondsey Community Forum – attended by Wendy and Sue H – had discussed the Unitary Development Plan which is LB Southwark's master plan for the borough. Wendy will review it and input on behalf of the Board. Ida and Wendy had met with Ray Cattle, Chief Exec of Fair Community Housing who has offered to help us with modernising the office and mentoring our new Estate Manager.</p>	<p>Wendy</p>
Any other business	<p>Ben reminded all about the training on staff recruitment and management on Saturday 3 July. Although there was no charge for attending the training, anyone who booked and then failed to turn up would be charged £75. Wendy will be attending the training and Ida will ask Ruth if she would be interested.</p>	<p>Wendy / Ida</p>
Date of next meeting	<p>Wednesday 7 July 6.45pm</p>	

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Signed as accurate record by Chair		Date
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