

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

27 October 2004

Present	Flo, Pattie, Rene, Mac, Sue J, Sue H, Wendy, Mike, Brenda, Ida, Ruth, Sandra (up to item 7)	
Agenda item	Decision	Action by
1. Apologies	Ben Beck (LBS)	
2. Minutes of meeting of 13 Oct agreed as accurate record	There were two items for correction: The date of the next meeting should be 27 Oct The classification of OPDs needs to be amended.	Ida to amend and ask Wendy to sign amended version
3. Matters arising	Ida apologised for not emailing the minutes and will amend them and email with next set of minutes. Sandra is looking into how to refer staff to doctors and will progress.	Ida Sandra
4. Sandra's report	There are ongoing problems with the heating as outlined in Sandra's report. We agreed with Sandra's recommendation to stick with Browns until the initial problems are resolved before changing contractors. Leathermarket contractors have been doing the gardening on the estate while Dave is off sick. There was general approval of their work. They will be providing us with a quote for doing the gardening on a permanent basis. We discussed the serious issue of the rent arrears and agreed that the Chair should write to the member of staff concerned. Sandra reassured the Board that, once CHICS is in operation, there is much less likelihood of such a situation arising.	Wendy
5. Discipline and grievance procedure	We agreed to postpone discussion of this item until the next meeting to allow Board members time to read through it and prepare their comments.	All
6. Planning for general meeting	We agreed to stick with the agenda Wendy had presented to the previous meeting. Wendy to ask two representatives from LBS to attend. Sue Jennings to introduce PC Hazell and to table a vote to seek opinion on whether to start a neighbourhood watch scheme on the estate. We discussed the topics most likely to come up in questions and agreed the following Board members to take responsibility for leading on dealing with them:	Wendy

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	<p>Windows – Wendy Heating and plumbing – Mike External decorations – Sandra to find out when they were last carried out, Mike to answer Slow progress of change – Ida (ask Ben to contribute too) Sandra to organise tea, coffee and biscuits, and name badges Sue J, Sue H and Ruth to do signing in. The rest of the committee to do meet and greet. Members of the committee might be asked by estate office to help escort people over to the meeting room.</p>	<p>Sandra</p> <p>All</p>
7. Continuation ballot	<p>To be announced 11Nov at the general meeting, ballot papers to be distributed weekend of 13/14 Nov (Ida and Wendy), returned by 29 Nov. Flo, Rene and Mac to count.</p>	<p>Ida, Wendy, Flo, Rene, Mac</p>
8. Any other business	<p>Signage – Mike presented the draft logo and it was approved Wendy to provide Flo with a contact number for community street wardens</p>	<p>Mike</p> <p>Wendy</p>
Date of next meeting	<p>General meeting 11 Nov Board meeting Wed 24 Nov</p>	
Signed as accurate record by Chair		<p>Date</p>