

Haddonhall Residents Tenant Management Organisation

Minutes of the Board Meeting

24 November 2004

Present	Flo, Rene, Sue H, Wendy, Ida, Ruth	
Apologies	Mike, Sue J, Brenda, Ben	
<b>Agenda item</b>	<b>Decision</b>	<b>Action by</b>
1. Apologies	Mike, Sue J, Brenda, Ben	
2. Minutes of last meeting	Agreed as accurate record	
3. Matter arising	None	
4. Disciplinary and grievance procedure	The draft was agreed and will be effective from now	Sandra
5. Sandra's report	We agreed to ask Sandra about the background to staff signing in and out for lunch breaks and to discuss at next meeting. Sandra to be asked to instruct Bob to sweep the bottom of all stairwells on the estate. The Board welcomed the report on voids and arrears. There was a query over the definition of dwelling units, as 145 seems high just for tenants.	Wendy to ask Sandra  Sue H to ask Sandra
6. Staffing	The Board agreed to extend Sandra's contract at temporary Estate Manager until end Mar 05 to allow time for the recruitment of a permanent Manager. Agreed to increase salary to £30k as from 1 Oct 04 and to offer a loyalty bonus of £500 for staying on to the end of March 05. The Board agreed to devolve responsibility for recruitment to Wendy, Ida and Ruth.	Ida/Wendy
7. Estate security	We postponed the discussion of the police talk because Sue J was absent. We agreed to investigate costs for improved lighting around the estate office	Sue J to report at next meeting Sandra to get quotes
8. Allocations	There have been several interviews recently. There has been a breakdown in communications regarding the scope of questions allowed from us as a TMO. We need a meeting with Ben and Lesley (Housing Needs) to clarify what is permitted. Ben has clarified the definition of OPDs: 'Your OPDs are at ground and first floor only, so nominations above the first floor do not need to be for older households. Conversely, nominations at first floor and ground floor in these blocks are strictly for households qualifying as older people.'	Wendy, Flo and Rene
9. Parking	This has been raised as a serious concern	
		Ida

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	at the general meeting and we agreed we need to prioritise action on this. Ida offered to lead on getting information on schemes we could use and to report in January to the Board. Others are welcome to help!	
10. Residents survey on estate renewal	We agreed that the original working group on this would bring a workplan to the next meeting.	Rene, Sue J, Wendy, Flo
11. Newsletter	Items for inclusion: Bingo; light bulbs; signage; parking	Wendy
12. Equal opportunities training	Because the relevant council department is undergoing re-organisation, this is on hold.	
Any other business	Wendy to get a date on when signage is likely to be ready	Wendy
Date of next meeting	Night out: Thu 16 Dec (see Flo for details) No more Board meetings until 1995! Wed 12 Jan 6.45pm	
Signed as accurate record by Chair		Date