##

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 25 July 2023, at 7pm**

**Meeting held over Zoom**

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| **1** | **Members Present**Mary Simpson (Chair), Jasper Osei, (JO), Alieu Corneh (AC), Agnes Nyuma (AN), Ethel Fosu (EF), David McKinnon (DMc)Present: Simon Oelman Estate Director, Lucy Sudbury LBL, Cllr Garden**Apologies**Kayla Reid, Molly Sinclair, Simon Senior, Oni Idigu, Eddie Andrews, Kayla Reid | **Action** |
| **2****2.1** | **Minutes and Matters Arising 30 May 2023**The Minutes of 30 May 2023 were agreed. The Chair apologised for the delay in organising appraisals. | Chair  |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**No Declaration of Interest, Fraud, Gifts & Hospitalities were reported.The Chair said she was currently undertaking a membership audit which would allow a concerted recruitment campaign to be carried out. |  |
| **4****4.1****4.2****4.3** | **Chairs Report**RPRMO had won another award at the NFTMO conference. Well done all. We had also run a workshop.The Greening the estate project was going well. The chair encouraged everyone to become involved. SO said we were submitting another grant application to continue the project.SO was requested to ensure Cllrs we always invited to the meetings so that they had the option to attend. |  |
| **5****5.1****5.2****5.3** | **Councilor’s report**Cllr Garden reported that -* Brockwell Hall was being refurbished as community hub and that it would strive to be Carbon Neutral.
* The Prince and Princess of Wales had visited Brixton as part of their initiative to end homelessness. Lambeth was one of the only 6 councils to be asked to act as partners.
* There were ongoing issues around people causing disruption outside the Marie Stopes Clinic.
* The black cultural archive continued to offer a series of events.
* The Streatham foodbank was also collecting and distributing school uniforms and equipment from the church on Barcombe Avenue. SO said he would ensure the details were put on the RPRMO website.

The Chair noted that nuisance from Rush Common appeared to have reduced. However it was clear that ongoing police input, especially in terms of regular patrols needed to take place.Cllr Garden agreed and said the key was to strengthen the safer neighbourhoods team. | **SO** |
| **6** | **Audited Accounts 2022/23**The Chair introduced the paper.She said that Finance and Audit Committee had met with the auditors to look at the audited accounts.The auditors were full of praise for the quality of information provided and the close co-operation between them and the finance team.Only minor matters were highlighted in the key lines of enquiry none of which we material. The accounts showed - * A deficit of £57,278 in 2022/23 as compared with £2,907 in 2021/22
* Total reserves are £654,785 (£712,063 in 2021/22)
* Our surplus fund is £374,305 (£378,397 in 2021/22)
* Designated reserves of £280,168 (£333,354 in 2021/22). This is 25% of allowances, which is our agreed financial target.
* Cash at bank and in hand at the end of the year was £716,125.

The deficit was caused by rising utility cost which had led to responsibility for these being hand back to the Council.**The Board agreed -** 1. **That the Accounts are passed to the Annual General Meeting for approval.**
2. **To note the Key Audit Findings**
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| **7****7.1****7.2****7.3****7.4****7.5** | **Policy Review**SO introduced the report. He explained that where there had been no substantive changes to policies, they were not circulated in full but were available on request.He highlighted –**Procurement**There was no need to make substantive changes to this Policy but changes were required in line with our withdrawal from the EU.**Major Works and Fixed Assets**Whilst delegated financial limits have not been changes, they had been changes to reflect the new structure of the organisation.SO had also circulated the Gifts and Hospitality policy as this applied equally to Board Members and Staff. **The Board agreed revised policies in relation to -** 1. **Procurement**
2. **Cash Handling**
3. **Surplus and Reserves**
4. **Purchase Ledger**
5. **Sales Ledger**
6. **Treasury Management**
7. **Bad Debt Write Off**
8. **Nominal Ledger/Management Accounts**
9. **Major Works/Fixed Assets Management**
10. **Stock Management**
11. **Closed Meetings**
12. **Compensation**
13. **Gifts and Hospitality**
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| **8****8.1****8.2** | **Approved Contractors and Suppliers List**SO introduced the report. He said that the contractor and suppliers list needed to be updated due to changes resulting in the procurement of main contractors. He also said that the list could not be comprehensive as some purchases were made via Amazon etc or were from specialist one off sources. In these cases, all receipts were carefully checked against credit card bills.**The Board agreed the reviews contractors and suppliers list.** |  |
| **9****9.1****9.2****9.3** | **Estate Directors Report**SO introduced the report. He highlighted - * Ongoing issues around subsidence at Elstead House
* Arrangements for the AGM on 12 September
* Issues within the culture of the staff team and the process by which he was tackling them
* Progress on projects being funded from surpluses.

The Chair highlighted that Alex Ekumah was standing down from the Board as he had sold his property.It was also agreed that Molly Sinclair would be given honorary membership of the Board rather than co-opt her. The chair agreed to discuss this with her.**The Board:** * **Agreed the timetable for the 2023 AGM**
* **Noted the contents of the report.**
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| **10****10.1** | **AOB**DMc raised the issues around blocked drains at Hyperion House. SO agreed to investigate. AC raised the need to repair the gates and put up no dogs signs for the community Garden. The Chair said she had spoken to CC and all orders had been raised.The Chair said that the gardening project had been very successful and that hopefully it would continue. SO said that EC was applying for further grant funding and he would look to see if underspends from agreed surplus fund projects could be re-allocated. | **SO****CC****SO** |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals**
 | **Chair** | **TBA** |
| 1. **Cost of living crisis**
 | **SO** | **Ongoing** |
| 1. **Drains Hyperion**
 | **SO/CC** | **September** |
| 1. **Hyperion Garden**
 | **CC** | **August** |
| 1. **Greening the Estate – future funding**
 | **SO** | **September** |

**Date of Next Meeting 26 September 2023**