##

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 26 September 2023, at 7pm**

**Meeting held over Zoom**

|  |  |  |
| --- | --- | --- |
| **1** | **Members Present**Mary Simpson (MS), Kayla Reid (KR), Jasper Osei (JO), Oni Idigu (OI) Ghislain Ngounou (GN), Ehtel Fosu(EF), Nouar Lefdil (NL), Alieu Corneh (AC), Present: Simon Oelman Estate Director, Lucy Sudbury, Naomi Rumble (observer)**Apologies**Davis McKinnon, Molly Sinclair, Simon Senior, , Eddie Andrews,  | **Action** |
| **2****2.1** | **Minutes and Matters Arising 25 July 2023**The Minutes of 25 July 2023 were agreed. The Chair will organise appraisals now AGM complete.SO apologised for not dealing with Hyperion waste water drains outside RPCC.Ongoing issues with community Garden. SO to chase CC | ChairSOCC  |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**No Declaration of Interest, Fraud, Gifts & Hospitalities were reported.New members Nouar Lefdil and Ghislain Ngounou. |  |
| **4****4.1****4.2****4.3****4.4** | **Chairs Report**The chair thanked all members and staff for work over last year.She reported that we were still awaiting a date for the Borough Commander to visit the Estate.SO to ensure all contact details around ASB put onto websiteThe chair welcomes Naomi Rumble to the meeting and explained that this was part of a process of considering if she wants to join the Board | **SO****SO** |
| **5****5.1** | **Election of Officers*** Chair – Mary Simpson
* Treasurer - Oni Idigu
* Secretary – Eddie Andrews
* It was agreed to co-opt Ghislain Ngounou to the Board.
 |  |
| **6****6.1****6.2****6.3****6.4** | **Policy and Procedure Review**SO introduced the paper. He explained that policies relating to ASB, Adult Safeguarding and Children Safeguarding needed review. Because of the importance on these policies all had been circulated to members in advance.**ASB**1. The ASB policy had been reviewed because of the Boards approval of a separate nuisance policy. It has also been reviewed because of changes in the Ombudsman guidance and the Social Housing (Regulation) Act 2023.
2. Of particular importance were –
* The requirement for local multi-agency co-operation to deal with ASB.
* Specific requirements to deal with hate crime (it is felt that the existing policy meets this requirement).
* The requirement to ensure residents are able to easily report complaints of ASB and to ensure that complainants are kept informed.
* Monitoring of the service through annual surveys
* Ensuring that performance is properly measured and reported, including the separate reporting of hate crimes.

**Adult Safeguarding**Changes had been made in terms of safer recruitment to all staff members were subject to a DBS check.**Childrens Safeguarding**Changes had been made in relation to safer recruitment as above. In addition a new section had been added in relation to signs of abuse that staff should be aware of as was included in the Lambeth Policy.EF said that a database of all cases referred should be kept in a secure environment. SO agreed he would do this and report to the Board twice a year.**The Board agree the policies relating to**1. **Anti-Social Behaviour**
2. **Adult Safeguarding**
3. **Childrens Safeguarding**
 | **SO** |
| **7.****7.1****7.2****7.3****7.4****7.5****7.6** | **Estate Directors Report**SO introduced the report. He highlighted - * Ongoing issues around subsidence at Elstead House
* Proposals to renew the dry risers at Hyperion House
* Changes to the risk map
* Use of surplus fund
* Ongoing issues around organisational culture
* Ongoing issues in relation to ASB on and around the estate
* Positive feedback in relation to the internal audit
* The NFTMO were extending the Kitemark whilst they reviewed Processes.

SO set out proposals to provide an additional 60 bike spaces on the estate. He had sought bids from 4 organisations of whom 3 had responded, Bike Dock Solutions, The Bike Storage Company and Secure Cycle Store.Bike Dock Solutions quoted £31,737 plus VAT.The Bike Storage Company quoted £32,795 plus VAT. Secure Cycle Store quoted £33,750 plus VAT.Given the similarity in price the matter therefore came down to design. The Board were anxious that the design be as secure as possible and less subject to vandalism.The Board also asked for commitments that bike spaces were properly registered and that all abandoned bikes were removed in a timely fashion.After debate members agreed to award the contract to the Bike Storage Company.SO also explained that the server for the CCTV system needed to be replaced. The existing server that was previously used by the finance system before it went cloud based could no longer be supported by the CCTV system.A new specification had been agreed with the RPRMO approved IT support company and a quote provided for £27,066.88 plus VAT and would be fully integrated with the system and give us a considerably longer life. This would be funded from reserves and depreciated over a period of 5 years.**The Board are requested Agreed to:** * **Appoint Bike Storage Company to supply and fit increased bike storage on the estate according to the Business Plan at a cost of £32,795 plus VAT.**
* **To delegate a maximum £5k contingency to the above amount to the Estate Director to negotiate any changes in design that may be required.**
* **Agree that the cost of replacing the server for the CCTV system from surplus for £27,066.88 plus VAT.**
* **To note the contents of the report.**
 |  |
| **8** | **Finance Update**The Board noted the report |  |
| **9****9.1****9.2****9.3** | **AOB**SO said he had been approached by Cottington Close about providing support on an interim basis whilst a new ED was appointed. SO would keep the Board updated.The Board held a wide-ranging discussion on the issue of ASB on the estate. It was noted that the powers of RPRMO were limited to tenancy management issues. However it had a key role to play in wider partnerships, providing information and signposting.It was agreed that SO produce a brief leaflet to circulate to all residents and that further expanded guidance would be placed on the website. It was also agreed that the office would hold a database of crime reference numbers and complaints to the police, where provided and signpost complainants to other agencies. The office would also help residents make reports where needed. The Chair requested help with the distribution of Christmas Hampers | **SO****SO****All** |

|  |  |  |
| --- | --- | --- |
| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals**
 | **Chair** | **TBA** |
| 1. **Cost of living crisis**
 | **SO** | **Ongoing** |
| 1. **Drains Hyperion**
 | **SO/CC** | **October** |
| 1. **Hyperion Garden**
 | **CC** | **October** |
| 1. **Greening the Estate – future funding**
 | **SO** | **November** |
| 1. **Safeguarding Data Base**
 | **SO** | **October** |
| 1. **ASB**
 | **SO/EC** | **November** |
| 1. **Christmas Hampers**
 | **All** | **December** |

**Date of Next Meeting 28 November 2023**