##

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 November 2023, at 7pm**

**Meeting held over Teams**

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| **1** | **Members Present**Mary Simpson (MS), Kayla Reid (KR), Jasper Osei (JO), Oni Idigu (OI) Ghislain Ngounou (GN), Nouar Lefdil (NL), Naomi Rumble (NR), Simon Senior (SS), Eddie Evans (EE),Present: Simon Oelman Estate Director, Mohammed Mia (LBL) **Apologies**Davis McKinnon, Molly Sinclair, Ehtel Fosu, Alieu Corneh | **Action** |
| **2****2.1** | **Minutes and Matters Arising 26 Sept 2023**The Minutes of 26 September 2023 were agreed. The Chair will organise appraisals now AGM complete.Ongoing issues with community Garden. SO to chase CCHelp will be required to distribute hampers |   |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**No Fraud, Gifts & Hospitalities were reported.Members were reminded that they must complete circulated forms. |  |
| **4****4.1****4.2****4.3** | **Chairs Report**The meeting agreed to co-opt Naomi Rumble to the Board.Staff Birthdays Robbie and Stevie. Lauren’s was missed of the list for Dec but has now been dealt withThe Chair requested help with Christmas Hamper deliveries.  | **All** |
| **5****5.1** | **Membership of Risk and Audit Committee**Mary Simpson, Oni Idigu, David McKinnon, Jasper Osei, Ghislain Ngounou, Naomi Rumble. |  |
| **6****6.1****6.2****6.3** | **Internal Audit Report**SO introduced the paper. The internal audit report completed in 2020 gave substantial assurance with one medium risk item relating to the agreement of minutes at the Finance and Audit Committee. This issue is fully resolved.The 2023 report had given substantial assurance with one low risk item relating to asset management. The report said that RPRMO should -* Review its asset management policy and procedures to ensure a consistent and robust approach to recording and verifying its assets.
* Review and update the asset register to record assets individually including make, model, and serial number.
* Review the depreciation policy so that they are codified, and the system records the correct methods of depreciation for individual and groups of assets.

SO said that the recommendations were fully accepted and that action had been commenced to resolve them. The new policy was on the agenda and work on the recording of the details of assets, along with a revised depreciation model would be completed as part of the upgrade of the Sage Housing management system.**The Board agreed to:** * **Note the contents of the internal audit report.**
* **Agree the actions set out in the report**
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| **7****7.1****7.2****7.3****7.4****7.5** | Policy and Procedure ReviewSO introduced the paper.Document Retention ProcedureSO reported that there were no changes to the previously agreed policy.Asset Management ProcedureThis procedure was written in response to the Internal Audit report.SO explained that the central issues were that full details of all assets needed to be listed on the SAGE financial system and that depreciation methods needed to be properly codified. This would be done in line with accounting rules, but also to minimise the impact on revenue accounts.The policy also dealt with the disposal assets, either at book price if not fully depreciated or donated to organisations sharing the overall values of RPRMO.GN requested that a process should be put in place so as to codify to whom assets could be donated to. SO agreed and would draw up conditions.**The Board agreed the policies relating to -** 1. **Document Retention**
2. **Asset Management, subject to the agreed amendment**
 | **SO** |
| **8****8.1****7.2****7.3****7.4****7.5****7.6****7.7** | **Estate Directors Report**SO introduced the report. He highlighted - * Ongoing issues around subsidence at Elstead House
* Further delays with the new doors for Warnham House.
* Ongoing issues around organisational culture would be the topic for the staff away day.
* Environmental initiatives
* The outcome of the visit of the Police Borough Commander to the estate
* The budgetary impact of increased levels of disrepair claims
* Increased costs for financial auditors and therefore the need to retender the service.

The Chair expressed her disappointment that Kreston Reeves had requested such an increase in costs despite us being well organized to the point where they nitpick to find something to say. The Board therefore agreed that the service should be retendered.Members held a detailed discussion around the issues of disrepair.SO explained that the majority related to mould and condensation, and also the issues at Elstead House.The Board explored the causes of problems and the relationship between day to day issues and those relating to the structure of the property and therefore were the responsibility of the Council.SO said that the main issues were cold bridging. The Board requested that SO compile a list of common problems and locations so as to build a body of evidence as to what was likely to be a structural issue and how common it was across the estate.SO agreed to this proposal. He also said that the issues around disrepair and mould and condensation would be on the next TMO managers agenda.**The Board noted the report** | **SO** |
| **8** | **Finance Update**The Board noted the report |  |
| **9****9.1** | **AOB**There was no AOB |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals**
 | **Chair** | **TBA** |
| 1. **Cost of living crisis**
 | **SO** | **Ongoing** |
| 1. **Hyperion Garden**
 | **CC** | **January** |
| 1. **Christmas Hampers**
 | **All** | **December** |
| 1. **Criteria for Disposals**
 | **SO** | **January** |
| 1. **Location of mould and condensation**
 | **SO/CC** | **March** |

**Date of Next Meeting 30 January 2024**