

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 23 February 2016, at Roupell Park Community Centre**

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| **1** | **Present**Mary Simpson (MS1) Chair; Marcia Jones (MJ) Secretary; Oni Idigu (OI), Treasurer; Tom Parker (TP) Member; Chris Weathers (CW), Member & Molly Sinclair(MS2), Member**Apologies**Alex Ekumah, Member; Janet Nicholson, Member; Alieu Corneh, Member; Sandra Yamoah, Member & Alex Tsergas, Member**In Attendance**Garry Dickson, Lambeth & Idham Ramadi, Lambeth**Staff in Attendance**Simon Oelman, Estate DirectorThe Chair welcomed all to the meeting. |  |
| **2** | **Update Capital Works**Garry Dickson updated Members on the progress of the internal major works programme. Garry confirmed that Wates were opening new property to carry out rectification works across the estate but were supposed to complete any works that had been commenced.Wates had not been performing or giving the works the attention that had originally been specified. Garry apologised to Members, but it is likely that resolution will now have to go down the legal route.Garry further explained that Wates were still attempting to make appointments with residents to start new rectification works, which they no longer have the authority to do...A meeting is being held with Mears tomorrow (24 February) to explore how they can complete all necessary works.Chair expressed her dismay and anger at the continued lack of disregard for our residents and asked why the original work plan was not carried out because of the overlap of the two projects.SO interjected that senior managers as well as Garry were invited to tonight's meeting, but declined to attend or respond. This would be raised at the meeting and SO asked Chair to write formally on behalf of the Board to express our contempt of this.Discussions about whether the risk around any dangerous works would and have been made a priority.It was acknowledged that some tenants were not allowing workmen back into their properties, due to their continued frustration and lack of trust.The Chair thanked Garry for his time, but it was clear that Members were continually dissatisfied with the false promises and lack of regard for our residents.*Garry left the meeting at 7.30pm.* | **MS(1)/SO** |
| **3** | **PART A****Minutes of meeting held 26 January 2016**1. Councillor Adrian Garden was in attendance.
2. Full home address of guest resident Tam Laniado to be removed.
3. Independent board members – Secretary to follow up on the one remaining interested person from last November’s interviews.
4. Board appraisals had been completed. SO and Officers to create a training plan, based on the outcomes of this process, which overall was positive.

**Matters Arising****There were no matters arising and after the above amendments, the Minutes were agreed as a true record.** | **MJ****MJ****MS(1)/MJ****SO/MS1/OT & MJ** |
| **4** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**1. There were no declarations.
2. No new applications for membership had been received.
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| **5****5.1****5.2****5.3** | **Chairs Action and Update**Birthdays – Dave, our volunteerNFTMO – The following would be attending this year’s conference in June: Mary, Alex E, and Janet. The following Office staff would also be attending: Eva, Rosaleen and Colin. All places had been booked in time to secure the “early-bird” discount. Secretary to work with the Chair to secure the cheaper train tickets.Chair again congratulated everyone, including Simon for the achievement of the Kitemark status. Idham also commended Simon for his hard work in leading on this and ensuring that we secured this for 2016. Recognition of this achievement will be presented at the NFTMO conference.Appraisals – Overall a positive experience from those who were present. Chair thanked everyone for taking part, although it was noted that some Board Members were nervous prior to their meeting. We are pleased to note the positive outcomes. Chair & SO will work on training programme throughout the rest of the year. | **SO & MS1** |
| **6****6.1****6.2****6.3****6.4****6.6****6.6****6.7****6.8****6.9****6.10****6.11** | **Budget and Allowances**SO spoke to this paper and presented a revised version to that which was sent previously.The issue of the Lambeth annual allowance was flagged up, followed by brief discussions.Paras 3&4 need to be closely monitored by the Board, as the Government policy is to reduce the level of rents for all social housing. The outcome of this would be significant for residents.The revised table presented shows a significant impact for future budgets, staffing levels, and the services we currently provide.Para 7 - SO had begun to work on a provisional budget bearing in mind the future financial implications in the cut in future budgets. The surplus of £51,955 is dependent on relying on our reserves, but this is not overall good practice.Staff salaries – SO would wish to see all staff on the national living wage.**Central costs**Community development – it is hoped that this would attract external funding which Eva is working on.Use of reserves – we needed to be mindful that we were following good practice and should not be reliant on using our reserves to run our operational business.Paras 30-33 - low-level crime area. The highest cost goes towards policing of sex-workers.Consideration of costs for CCTV additional 2 cameras plus 2 dummy cameras the cost of which is minimal. Secretary asked for clarity of the 2 dummy cameras. Cameras in general are used as a deterrent and there are various 'hotspots' on the estate, particularly the footpath by Tanhurst, opposite Sainsbury's.Chair raised the issue of damage caused by the scaffolding works. This will be made good at the end of the works. It would be preferred that the money is not clawed back but refunded.**Decision for the Board: The Board agreed to the 1 year contract for the CCTV cameras.**Tip from Idham: think about the impact the reduction of our budget would have and how we could creatively manage this, i.e., take on extra stock. |  |
| **7** | **Award of Gas Contract**Current contract with Birchcroft had been extended and is about to expire. Principles behind procurement: fair, transparent, consistent and objectiveSO broke down the issues of how the scoring was completed and the points that gave the greater weight of the decision; quality over price.Pricing mechanism will based on assumption of 300 LSGR’s and 100 properties that require serving and repairs to individual boilers.Gas safety is one of the most important issues we manage and a Key Performance Indicator for the Council.SO explained that is was also important that we appointed to a gas safety audit function. This was currently carried out by PCN and he recommended that this should continue at a cost of £7200 pa and that standing orders were waved to allow this to happen.The Board discussed at length the contract award.**The Board Agreed to** * **Appoint Mitie to carry out the Gas Servicing and Repairs Contract, for a period for 3 years with the option for an extension of 2 years subject to agreement and adequate performance.**
* **To reappoint Phoenix Compliancy Management to act as our external gas quality management assessor at an annual cost of £7200 over the same period and to waive standing orders to allow this to be done.**
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| **8****8.1****8.2****8.3****8.4** | **Estate Director’s Report****External works**SO reported that the scaffolding is ahead of schedule and that concrete repair works would commence on Tanhurst in early March. **Recommissioning**It was noted that the process of awarding the new repairs contracts had been delayed.There were brief discussions around the delays and as the ED from Wellington Mills is sick, the client team are offering support to the Board, to ensure that tasks continue to progress.It was noted that quality discussions were held at the last General meeting, despite the low attendance. The main issues around our service delivery needs urgent action.We need to decide how to move forward. If the final decision of this is left beyond March, the risk is greater and we are in danger of losing the current plumber.It was agreed that the original sub-group would meet on Tuesday 1 March 6-7pm to discuss and decide which general and electric contractors to proceed with.**Risk management**Rent deductions for those whose household income is £40,000 under a new "pay to stay" policy. There were brief discussions on the implications of this and how this policy would be introduced and rolled out throughout RP community.It was noted that there were several maximum risks on the LHS external works.**Governance**At its last meeting the Board discussed holding another Away Day.Alieu & Janet communicated in their absence that they could do either 14 or 21 May.Members present discussed and the favourable date is Saturday 21 May and the venue would be at a hotel in Croydon, which had been used before, which SO would explore and confirm.It was agreed that the agenda for the day would centre on team building and its role in strategic development and taking the organisation forward. | **SO** |
| **9** | **Finance Reports**Accepted and no comments made. |  |
| **10****10.1****10.2** | **Any Other Business** Streatham Leaseholder’s Forum – this was held on 8 February and leaseholders from the estate were invited, which was a positive move albeit the invite came at very short notice.MS reported that one of the residents from the Coffee Morning, brought to the meeting a flyer from a resident who is setting up some "catering" initiative, which “advertised” that they planned to sell from the Community Office on a Friday 1-2pm. SO stated that this was not the case and this would not happen.The resident would be written to about this, as no discussions or agreement had been made to do this. | **SO** |
| **11** | **Date of Next Meeting – Tuesday 29 March***This part of the meeting ended at 8.55pm – Board Members were asked to stay behind for a closed discussion* |  |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Independent Board Members  | MS(1)/OT/MJ | Consider need for appointment |
| Defer decision on expansion of CCTV network until new budget making process | Board/SO | On Agenda |
| SO complete appraisal Training Schedule | SO/MS1 | March - April |
| Consider vulnerable residents policy | TP/SO |  |
| Consider Venue for Away Day | All | April 2016 |
| Invite members to quarterly meetings for Cllr Report | MJ | April 2016 |

Chair’s Signature: ……………………………………………… Date: …………………………………

Secretary’s Signature: …………………………………………… Date: ………………………………..