

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 February 2017, at Roupell Park Community Centre**

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|  | **PART A** | Action |
| **1** | **Members Present:**  Mary Simpson (MS1) Chair, Oni Idigu (OI) Treasurer, Marcia Jones (Secretary) MJ, Molly Sinclair (MS), Alieu Corneh (AC), Janet Nicholson (JN), Chris Weathers (CW) & Alex Ekumah (AE)  **Apologies**  Alex Tsergas & Idham Ramadi, Lambeth  **Staff in Attendance**  Simon Oelman, Estate Director  Cllr Martin Tiedemann  Chair welcomed all to the meeting. |  |
| **2**  **2.1**  **2.2**  **2.3**  **2.4** | **Lambeth Cllr Report - Martin Tiedemann**  Cuts to Services  Cllr highlighted Council's major cuts to key services over the coming years.  Protecting services around domestic violence and some disabled children's services.  Schools outside London will be given more money, but London schools would have dramatic cuts. Christchurch and Richard Atkins schools would lose £400 per child and City Heights would lose up to £1,000 per child. Several teachers would also be made redundant. Brief discussions on this.  Brixton Hill  Brief update on the crossings on Brixton Hill Road Safety Survey which affects cyclists. Each household would receive one and residents would be asked to vote.  Prostitution, cycling and burglary issues remain on our Councillors’ agenda. A reminder that surgery meets the 1st Saturday each month. Lack of police resources had made a negative impact on this.  SO mentioned that most of the roads on the estate remain the responsibility of highways. Parking continues to be dangerous for both pedestrians and cyclists. SO requested that Cllr Tiedemann talk to highways about putting yellow lines in place in key areas. Also the speed humps at the Brixton Hill end of Upper Tulse Hill had been removed which was causing a problem with speeding cars.  Young People Services  Resources and activities for young people. Possible signposting/funding via Cllr Florence for projects/initiatives to attract our young people.  Questions  MS raised the issue of the paving stones on Upper Tulse Hill.  JN raised the issue of lack of lighting on the footpath by Tanhurst House continues. JN reported this approx 3 weeks ago, but had heard nothing. Cllr Tiedemann and SO would raise this, which has been an ongoing concern for some time. Brief discussions on this point.  Chair and Board thanked Cllr Tiedemann for his report and attendance.  *Cllr left the meeting at 7.40pm* | **SO** |
| **3**  **3.1** | **Matters Arising from Minutes of Meeting held on 31 January 2017**  There were no matters arising from the previous Minutes.  **The Minutes were AGREED as a true record, signed by the Chair and Secretary.**  Action Points   1. NFTMO Reports June 2016: Still outstanding. 2. Increase in Shareholder’s List – This would be part of community development door-knocking exercise for 2017. Still outstanding. 3. Home ownership - new management in place 4. Councillor attended 5. Revised list for use of surplus 6. Continuation ballot. | **MJ/OI, AE & MS1**  **MJ** |
| **4** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**   1. No new Shareholder Certificates had been received 2. There were no declarations of Interest or Fraud 3. Gifts and Hospitalities: SO reported that some items were given to Office Staff during the Christmas period. These were of nominal value and had been properly recorded. |  |
| **5** | **Chair’s Report**   * JN’s birthday was 3 March and missing from previous Minutes. * Staff birthdays: Rosaleen 28 March and Dave 13 March. * Training for Finance-Sub: Alieu and Chris attended. Next meeting on 7 March. * Board Members were reminded that they would attend on rotation. * NFTMO places booked, Secretary booking train tickets. * General Meeting on 21.3.17 was well attended. SO gave a good presentation. There was good engagement with residents. * MS asked for further clarity about SPIRES presentation and how this related to us. Brief discussions on this point. Residents need to remain vigilant regarding ASB. |  |

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| **6** | **Papers for Decision. Board Members were asked to agree that the following polices are agreed without detailed consideration with a revision date of February 2020 subject to legislative change.**  **Policy Reviews**   * Surplus and Reserves * Purchase Ledger * Sales Ledger * Nominal Ledger * Bad Debt and Right Off * Major Works * Stock Management   **The Board AGREED to these Policy Reviews.** |  |
| **7**  **7.1** | **FOR DECISION**  **The Board are asked to agree that:**   1. **A scheme is introduced allowing staff to purchase a maximum of 5 days leave per year as set out in paragraphs 1 - 7 below.** 2. **Staff is allowed to be paid a bonus of a maximum of 5% of annual salary in recognition of exceptional performance, all such payments to be agreed by the Board.**   SO spoke to this item about “Purchasing Leave”.  Maximum of 5 days, once every 3 years. This would mean a loss of a day's leave. This had to be planned and booked in advance.  Board Discussions   * AC - Why they would need the leave. * Given based on length of service. * Special leave is a rolling 5 day leave. * This is a planned process. * At least 6 months' notice. * Any staff carries over leave, then not eligible to also purchase this leave. * Build in to 1-2-1. * Bonus Scheme? * If you are not on the max salary, but have out-performed, then the Board would at their discretion award an enhancement. * CW: Define "exceptional" performance vs "good". * Impact and difference to other people's lives. * MJ: included in 1-2-1, measure and monitoring for success by line managers. * MS1: Out performance could be reflected in rent arrears, collection targets. * Service standards for our Caretakers * AC: definition of staff dynamics. * MJ asked about any other examples that have been used elsewhere. * AC: a form of recognition.   SO thanked Board for input and would bring a re-drafted policy for both. | **SO/Board** |
| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.6**  **8.7**  **8.8** | **Estate Director’s Report**  **For Decision**  **Members are asked to:**   1. **Agree that the approval level on Northgate for the Customer Services and Office Manager Post (Rosaleen Jones) is increased from £250 to £500 and the Community Development Officer (Eva Christmas) from £250 to £1000** 2. **To note the contents of this report**   **BOARD AGREED to Authorisation limits for Eva and Rosaleen, with careful monitoring of Eva's budget.**   * External works to Tanhurst still not completed. * Scaffolding coming down across the estate is on target. * Positive feedback about the doors and the efficiency of completion. * If residents mis-use doors, they could be re-charged for damage.   Risk Management   * Concerns about the productivity of our DLO, who have not fully embraced the culture of change since additional training provided. * Lengthy discussions on this subject, including a questionnaire, self-assessment and possible discussions with Board Members. * Improvement to risk 33 noted, but not to our satisfaction. New doors being fitted to seal these tanks.   Business Plan   * The business plan is nearing completion and was considered at the general meeting on 2.2.17. * The plan was adopted by the meeting and will now come to the Board for final agreement on 28.3.17. * The meeting accepted the proposed use of surpluses and also made some suggestions as to other possible ideas. We would now work up those plans and price them before bringing them back to the Board for approval. * At the last meeting Members expressed their desire to have more CCTV cameras on the estate. SO reported that we would be able to repair and upgrade the existing system covering areas of Warnham and Fairview which had been the focus of recent problems.   Board Away Day   * Board Away Day will take place on **Saturday 20 May at the Croydon Park Hotel**. This will be focused on an introduction to housing law and its impact on Social Housing. Details would be circulated in due course.   Leith House   * Historic issue around the recovering costs from Leith House to cover the cost of providing the communal heating system to the block. * This was supposed to be controlled by a heat meter but this has been found not to be working. We have therefore agreed an alternative way of calculating the amount that we were owed and would be invoicing the Council on that basis once we had the most recent utility bills.   Equalities and Diversity Implications   * This report had been considered in terms of RPRMC’s commitment to equalities and valuing the diversity of the estate.   Health and Safety   * There had been no health and safety incidents on the estate since the last report. | **SO** |
| **9** | **Finance Report**  Members were asked to note the financial update to 31.12.16 being the third quarter of financial year 2016/17, which was discussed at Finance and Audit Committee Meeting held on 21.2.17: draft Minutes were appended.  SO spoke about letter he received from Lambeth regarding our allowances for 2016/17.  No other questions on our strong financial standing. |  |
| **10** | **FOR INFORMATION**  **Performance**  This report updated Members on the performance of RPRMC against a series of indicators against which our performance is measured. |  |
| **11** | **Date of Next Meeting**  28 March 2017 @ 7pm  *SO left the Meeting at 8.55pm* |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Summary of NFTMO workshops to be Emailed to Secretary** | **MS1, AE & OI** | **DUE JUNE 2016** |
| 1. Increase Shareholder’s List | MJ & Board | Draft – February 2017 |
| 1. Dates for appraisals and planning for involvement | Board | February - March 2017 |
| 1. Revised leave purchase and bonus procedures | SO | April 2017 |
| 1. Proposals for continuation ballot | SO | April 2017 |

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

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