**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 27 February 2018, at 7pm at Roupell Park Community Centre**

**PART A**

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|  |  | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Marcia Jones (MJ), Molly Sinclair (MS), Alieu Corneh(AC), Chris Weathers (CW), Edward Evans (EE), Tom Parker (TP), Alex Ekumah, Janet Nicholson (JN)  **Apologies**  Sandra Yamoah (SY),  **Staff in Attendance**  Simon Oelman, Estate Director (SO)  Colin Carnegie – Contract and Maintenance Manager (CC)  Kathleen Richards – Client Team LBL (KR) |  |
| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**   1. Applications for membership:   Carol Symms – 2 Hyperion - agreed   1. There were no declarations of interest, fraud or hospitality |  |
| **3**  **3.1**  **3.2**  **3.3** | **Matters Arising from Minutes of Meeting held on 28 November 2017**  **Amendment – Address of Lisa and Lauren Partleton should read 44 Elstead**  **Subject to amendment the minutes were AGREED as a true record.**  Action Points   1. Training ASB – carry forward 2. Paving to entrance of Hyperion – orders raised. 3. Board meal happened 4. Board Appraisals – SO to request dates. 5. MJ had provided comments to EC on questionnaire 6. EC to arrange meeting in March re summer programme. 7. Tree pruning – in ED report 8. CC had contacted aerial contractor. Work required to connect remaining properties. If do not respond to request for access wires will be cut and tidied up. 9. Pigeon fouling and blocked hoppers – CC to raise works orders | **SO**  **CC**  **SO**  **EC**  **CC**  **CC** |
| **4** | **Chair’s Report & Updates**   * Staff Birthdays – Dave Worsfold, Rosaleen Jones. * Board birthdays – JN. * MS (1) had attended SNT ward meeting. Issues raised were * Spires operations with street sex workers had restarted * Issues of roads being closed discussed – new cul – de – sacs being used for drug taking * Andy Burton had been assaulted on estate (not be resident) but is back at work * Burglary rates is area are increasing * Members urged to take up training * Members thanked for attendance at Board Meal * Members encouraged to attend NFTMO conference. | **Board** |
| **5**  **5.1**  **5.2**  **5.3**  **5.4** | **Planned Maintenance Programme 2018/19**  CC introduced the report.  The proposed programme took into account works that had not been completed by LBL as part of major works due to budgetary restrictions as well a work that had already been planned.  Work would predominantly be carried out by the DLO. This would both increase productivity and keep costs down. Therefore there would be no impact on service charges.  First works to be carried out would be decorations to communal areas of Fairview and Capel.  A discussion was held around DLO productivity. CC explained that the level of responsive repairs works currently did not occupy all of their time. Proposed that MT would do 2 days a week on PPM and AT 1. This would still allow us to meet our repairs response times under our service standards and would boost productivity.  MS noted that we were currently carrying out most repairs well ahead of target and whilst this was often resident expectation we were not obliged to do this.  SO assured the meeting that we would remain as responsive as possible  MS (1) raised the issue of asbestos removal. CC emphasised that this was LBL responsibility and that they had a statutory duty to do this appropriately. However where necessary RP staff would check that work had been done.  Members agreed that -   * **The scope of the planned maintenance programme at Appendix 1.** * **That a report is brought a quarterly basis to update the Board on progress.** | **CC**  **CC** |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5** | **Budget 2018/19**  SO introduced the report.  He highlighted the three year settlement meant a reduction in overall allowances of 8.2% over three years and 2.73% for 2018/19. However the business plan had assumed reductions of 5% a year so we were ahead of predicted income.  The budget was projected to deliver a surplus of £71,259 compared with the business plan of £9,123.  Members were required to agree recommendations on salary in closed session.  Members had a lengthy discussion on the options for increasing parking charges.  Members were concerned as to how such an increase could be justified and asked whether any increase could be phased.  SO explained that any additional income could be used to part fund the resurfacing of existing parking areas and to line them to allow them to be used more effectively and produce more capacity.  SO undertook to get indicative costs for the resurfacing and relining of existing parking bays to allow the additional costs to be justified.  It was agreed that no decision could be taken at this stage but that there was justification of making further increases subject to further information being made available and consultation.  Members had a further discussion on options around not holding the annual fun day and having an event around the opening of the proposed community garden.  SO emphasised the amount of work required to deliver the fun day and that it was not proposed to abandon them all together. Rather it was suggested that an alternative community event was held centred on the opening of the proposed community garden. This would include food and other activities but would focus on the community centre and Hyperion House.  Members accepted this as a way forward but emphasised the desire to continue to hold large scale community events.  SO emphasised the advantages of delivering the garden in improving community cohesion and that residents would be involved in both the design, construction and maintenance of it.  He also emphasised that the project would require external funding.  The Board Agreed   * Note the Management Allowance paid by the Council as set out in the letter at Appendix 1 * To note the 3 year allowance notice at Appendix 2 and agree for it to be signed by the Chair * To agree the proposed budget for the financial year 2018/19 at Appendix 3. * To consider the recommendation for salaries presented by the chair in closed session. | **SO**  **EC**  **EC** |
| **7** | **Estate Directors Report**  SO introduced the report and highlighted   1. Letter re electrical inspections had been sent and would commence 5 March. 2. A solution had been found in relation to the slip hazard on the new flooring. This has been trialled in Brockham House. He was awaiting confirmation of when works would take place and if this would include walkways as well as staircases. 3. Pre start meeting for CCTV to be held 1 March. 4. General meeting to be held 10 April. 5. Additional tree works had been agreed. 6. SO to circulate possible dates for a Board away day to examine stock options | **SO** |
| **8** | **Finance Update**  Members notes the report. |  |
| **9** | **AOB**   * MJ enquired why slope leading from Warnham had not been salted. * New company seal needed * TP suggested setting doing a spring clean day SO agreed to put on next agenda * Issue to people putting inappropriate items down chute raised. SO to ask CC to put up signage | **SO**  **SO**  **SO**  **CC** |
| **11** | **DONM – 27 March 2018** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Training re ASB. Examine options re training for wider resident group** | **SO** |  |
| 1. **Paving entrance to Hyperion House** | **CC** | **March 2018** |
| 1. **Board Appraisals – circulate dates** | **SO** | **March 2018** |
| 1. **Wires rear Elstead and Hyperion** | **CC** | **March 2018** |
| 1. **Pigeon Fouling** | **CC** | **March 2018** |
| 1. **Report re planned Maintenance** | **CC** | **June 2018** |
| 1. **Parking Bay resurfacing** | **SO** | **April 2018** |
| 1. **Away Day - dates** | **SO** | **March 2018** |
| 1. **Company Seal** | **RJ** |  |
| 1. **Spring Clean** | **SO** | **March 2018** |
| 1. **Notice re use of chutes** | **CC** | **March 2018** |

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

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