**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 25 February 2020, at 7pm at Roupell Park Community Centre**

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|  | **PART A** | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Molly Sinclair (MS), (EA), Farahia Ahmed (FA) Alex Ekumah (AE), Janet Nicholson(JN )  **Apologies** –Agnes Nyuma, Alieu Corneh, Eddie Andrews, Sandra Yamoha, Amanda Knopp  **Staff in Attendance**  Simon Oelman (SO), Eva Christmas |  |
| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  There were no declarations of interest, fraud, gifts, hospitality or any new share certificates. |  |
| **3**  **3.1**  **3.2** | **Matters Arising from Minutes of Meeting held on 29 October 2019**  **The Minutes were agreed as a true record**  **Matters Arising**  The Chair had carried out all appraisals and just had her own to organise.  Microwave for RPCC still outstanding  SO had set up meeting with Pinnacle |  |
| **4**  **4.1** | **Chairs Report**  Staff Birthdays – Rosaleen Jones, Dave Worsfold  Board Birthday – Janet and Amanda |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.8**  **5.9**  **5.10** | **Annual Budget 2020/21**  SO introduced the report.  SO reminded the meeting that Lambeth paid a management allowance each year based on previous expenditure and the cost to LBL for providing a housing management service.  The sum £1,382,199 has been awarded for financial year 2020/21calculated according to the new allowance settlement agreed in 2017 to cover the period 2018/19 to 2020/21. This compared with an allowance of £1,276,066 in 2019/20, gives an increase of 8.3%.  The budget predicted a surplus of £96,931 if a salary increases of 3% is awarded to lower paid staff on Scale 6 and below and 1% for other staff. If no pay rise was given to higher paid staff the surplus will increase to £100,245 an increase of £3,314.  The pay awards would be determined by the Board in confidential session.  SO highlighted the most issues   * The cost of communal utilities had increased significantly * New vans for the DLO would need to be leased * Additional income would be generated from providing services to Leith House * The Board training budget had been increased * Legal costs had increased due to the impact of Universal credit * The budget assumed that £50k would be transferred into designated reserves as part of the process to establish reserves of 25% of allowances.   SO reminded the Board that the Business Plan indicated reduced levels of surplus from 2021 onwards.  The Board thanked Joy Miles and SO for their work in compiling the budget  **The Board agreed to**  **Note the Management Allowance for 2020/21 to be paid by the Council.**  **To approve the proposed budget for the financial year 2020/21**  **To consider the recommendation for salaries presented by the Chair in closed session.** |  |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **6.7**  **6.8**  **6.9**  **6.10**  **6.11** | **ED Report**  SO introduced the report.  He explained that there had been no progress in relation to either internal or external defects and that senior LBL staff had failed to attend a meeting.  Therefore he suggested that the Chair write to Lambeth’s Chief Executive cc the acting Director of Housing and the Cabinet member for housing.  Lift works were due to commence in April. 3 tenants would need to be decanted from Brockham to allow the works to progress.  SO had amended the risk map as follows   * The risk in relation to DLO culture had been reduced in line with improved performance * The risk in relation to water tanks had been increased as these did not appear in the 2020/21 capital programme * A new risk had been added in relation to the compartmentalisation of flats in the event of fire.   PK would be returning to work in March on a phased basis.  Work was progressing to appoint a new gas contractor.  Purdy the contractor providing general and large repairs was not able to do so in the required time frames. A back up contractor was therefore required.  CC had identified a new contractor, ERND building services (UK) Ltd, to fill this role pending the re-procurement of contracts from April 2021  SO suggested the AGM was held on 15 September  **The Board agreed:**   * **That a complaint in relation to the handling of capital works on the estate be submitted to the Chief Executive of the Council.** * **That ERND building services (UK) Ltd are appointed on a temporary basis to carry out building repairs, pending the retendering of the general repairs contract.** * **That the AGM is held on 15 September 2020** * **To note the contents of this report.** | **MS**  **(1)**  **CC** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8**  **7.9** | **Evaluation of Summer Programme**  EC introduced the report.  The programme had been a major success with a 7% increase of people attending.  External funding from LBL of £9k for the youth programme had been given and additional funding for free lunches. There has also been a TV coverage.  Activities had been delivered for all age groups, ethnicities etc. including a new programme for children with disabilities. This was ongoing.  The programme had come in under budget because partnership input had been maximised.  There was a discussion on progress in delivering the upgraded football pitch. SO explained that there were applications for further external funding and that the first priority would be to obtain planning permission.  Thanks to Eva for delivering another successful programme.  The Board agreed that the Youth Forum would do separate presentation on activities and progress.  **The Board noted the report** | **EC** |
| **8**  **8.1** | **Financial Update**  The Board noted the contents of the report |  |
| **9**  **9.1**  **9.2** | **AOB**  The cultural food day would be held rather than the fun day.  Oni, Mary, Alex and Agnes to attend NFTMO conference. The number of staff to be discussed with ED and the Chair.  **DONM 31 March 2020 AT 7.00PM** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **MS(1) Appraisal** | **MS(1)** | **March 2020** |
| **2. Microwave for RPCC** | **RJ** | **April 2020** |

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

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