

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 31 January 2017, at Roupell Park Community Centre**

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| **1** | **Members Present:**  Mary Simpson (MS1) Chair, Oni Idigu (OI) Treasurer, Marcia Jones (Secretary) MJ, Molly Sinclair (MS), Alieu Corneh (AC), Janet Nicholson (JN), Sandra Yamoah (SY), Chris Weathers (CW) & Tom Parker (TP)  **Apologies**  Alex Tsergas & Alex Ekumah  **Staff in Attendance**  Simon Oelman, Estate Director  Andy Marshall, Lambeth  Chair welcomed all to the meeting. |  |
| **2**  **2.1** | **Matters Arising from Minutes of Meeting held on 29 November 2016**  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. Vulnerable resident’s policy. This would be included in the work on social isolation and so this action point was closed. 2. NFTMO Reports June 2016: Secretary had been continually chasing these. Reports still not received. 3. Board Member’s Training Audit: This had now been completed and Secretary forward to SO & Chair. 4. Increase in Shareholder’s List – This would be part of community development door-knocking exercise for 2017. Secretary, to provide draft schedule in time for February Board Meeting. 5. Board Meal: Secretary organised and this happened on 20.1.17 | **SO/TP**  **MJ/OI, AE & MS1**  **MJ**  **MJ**  **MJ** |

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| **3** | **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. |  |
| **4** | **Chair’s Report**   * Staff birthdays - Steve Fagan was 18.1.17. * Board Members’ birthdays - Chris & Marcia 4 February. * Christmas hampers were delivered. It was noted that there were some issues with the list, which we hope to address as part of our community development process in time for December 2017. Chair invited more Board Members’ involvement as part of our community involvement. * Chair thanked Secretary for organising the Board Meal on 20.1.17 which went well. * It was noted that the Office Staff meal happened in December, which was successful and attended by all. * Chair had recently attended meeting with SNT. High on the agenda was the ongoing issue of prostitution and crime in general. SPIRES charity was in attendance and provided very beneficial information. * Chair notified Members that the annual appraisals were due and on the agenda. Chair stressed that when dates were arranged for Members to respond to email request to help speed up the process. * Chair Nominated Chris to attend the Finance meeting on 7 March & Alieu on 21 February. |  |
| **5** | **Update on Capital Programme - Andy Marshall (Lambeth)**  Andy updated us on the ongoing works.  External Works   * New project manager Mohamed Ullah was now in place. * Works progressing on Tanhurst, scaffolding now largely removed. Board invited to view works and give feedback. * Scaffolding on Elstead & Dunsfold due to be erected. * Next Residents' surgery due on 14.2.17. * Desmond Vincent would be meeting with SO on 2.2.17 for a 'mop up' meeting to discuss the way forward. * Noted that there had been lack of communication around the front entrance doors on the blocks. This had caused issues around health and safety for residents. * Long explanation and clarity from SO on the recent disgruntled email had been sent to Lambeth regarding their lack of communication on daily operational tasks. Positive progress had been made, but had since lapsed on the external works. * Chair reported that she had also contacted Su Gomer about the above issues. She did receive a response, but the level of response was less than satisfactory. * It was felt that there was a lack of respect to SO, staff and residents, which was not acceptable. * Window replacements to Hyperion and Warnham Houses was under way. * Members raised several questions about the cleaning process once scaffolding removed. It was noted that balconies were not being re-painted and left dirty from the brick cleaning. Chair challenged workmen but was told this was not part of their remit. JN returned from holiday recently to find her front door filthy and asked whose responsibility this was. SO would look into these issues. * Issues with the new flooring, which leaves watermarks and collects dirt and dust. SO would look into arranging for flooring on all other blocks to be laid last, to preserve the look of the walkways, to reduce further delays.   Internal Works   * Mop-up programme planned. This would be discussed at the meeting on 2.2.17.   Chair and Board thanked Andy for his contribution and update.  *Andy left the meeting at 7.40pm* | **SO** |
| **6**  **6.1** | **FOR DECISION**  **Business Plan Review – Financial Projections 2017/20**  **Members are asked to:**   * **Agree the Managing our Finances section of the new business plan to for 2017/20 subject to any comments or amendments they wish to make (Appendix 1).** * **To give strategic consideration as to the way they would wish to see any budget gap closed** * **To agree to move to establish a 25% of allowances designated reserve fund by the end of 2017/18** * **To consider the draft proposals for the use of the surplus fund and to exclude or add items to the list for consultation with residents on 21 February.**   SO spoke to this paper and outlined his recommendations. The Board’s role was to make a recommendation and a fuller discussion would be had at the General Meeting on 21.2.17, final sign-off by Board on 28.2.17.  The main source of income received by RPRMO is the maintenance allowance that we receive from Lambeth Council. The allowance we receive for 2017/18 will be £1,359,297. This was based on the calculation of allowances negotiated in 2014. The calculation is in accordance to the guidance from central government which stipulate that the allowances should be calculated according to Council’s own level of expenditure on its social housing stock.  SO further highlighted paras 6&7, setting out 2 financial projections   * In projection 1 a deficit of £66,501 in 2019/20 * In projection 2 a deficit of £68,990 in 2018/19 and £205,533 in 2019/20.   The Board discussed the use of surpluses at Para 15 and Appendix 3. Members agreed to put the list to the general meeting minus   * Upgrading of seating * Installation of entry phones   Para 18 - Members has an active discussion about CCTV. It was noted that there was a revenue cost to this capital investment. However members were anxious that this option be pursued.  Para 24 – members noted that rent levels after 2020 had not been confirmed by the Government but that as a minimum there would be a rent freeze.  AC suggested with the 5% savings on energy had we considered switching energy supplier. It was explained that we are part of a purchase club that delivered large savings.  After lengthy discussions Chair asked Board for their decision on the 25% to be put back into our reserves.  **The Board AGREED to establish a 25% designated reserve by the end of 2017/18.**  **The Board AGREED the strategic objectives, priorities and ownership as per the attached document.**  **The Board agreed to put a revised list of proposals to the general meeting for the use of surpluses.** | **SO/Board** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7** | **FOR DECISION**  **Estate Director’s Report**  Continuation Ballot  Our Management agreement with the Council states  *17.2. At least every five years the Tenant Management Organisation will consult with all the tenants and leaseholders of dwellings, through either a secret ballot or an anonymous questionnaire, whether this agreement should continue. The purpose of the consultation will be to ascertain:*  *a) Opinion as to the effectiveness of the Tenant Management Organisation as manager of the property; and*  *b) Whether:*  *i) The majority of those responding; and*  *ii) The majority of secure tenants responding wish the Tenant Management* *Organisation to continue as manager of the property under this agreement.*  The last continuation ballot was held in June 2012 and therefore another must be held this year. It was agreed that this would be held in June 2017, date to be confirmed and a further paper brought to the April meeting  Members were reminded that a workshop on Social Value would be held on 7.2.17.  The budget for 2017/18 is currently in preparation. This would be considered at a Finance and Audit Committee meeting on 7 March. The final budget will then need to be agreed at the March Board meeting on 28 March.  Members should be aware that a resident was found dead in a property after apparently falling in their home. Neighbours informed the office that he had not been seen and after a forced entry by office staff the body was discovered. The police were informed but there appear to be no suspicious circumstances. Next of kin had been informed.  Community Centre Improvements  Works to the Community Centre were underway to improve ventilation, natural lighting and increase the level of storage. This was previously agreed by the Board. The cost of this will be met from existing budgets without the need to access reserves. The total cost would be in the region of £10k. This had escalated from the original estimate because of the need to fit window winders to the new windows and because we had not previously identified the need to provide additional storage. This was needed to take into account the increased community use of the building.  MJ asked about having projection facilities included in the improvements, to enable the Community Centre to be used to generate additional income.  **ACTION point - upgrade the community centre to provide us with an income.**  AC asked about the Internet Café. SO advised that some partners were interested in using it for a different usage, with a view to generate some income. IT classes were currently happening at the Community Centre.  Risk Map  There were brief discussions on this. SO & Chair drew attention to the outstanding issues of the water tanks and the process for cleaning, which had health and safety issues. | **SO** |

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| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.6** | **Any Other Business**  NFTMO Conference: 9-11 June, Board Attendance  Marcia, Mary, Molly, Oni, Janet & Simon. Additional Office Staff attendance to be confirmed. It was suggested that Molly invite her husband, which was felt to be a good experience for him as resident.  Board Appraisals  These were now due and would take place during the second half of February and continue during March. SO & Chair to arrange dates and circulate.  Board Away Day  Saturday 20 May was the unanimous date agreed by Members present. MJ would notify Alex E & Alex T. SO would arrange for us to host this again at the Croydon Hotel, Altyre Road. The day would centre on housing law and an introduction to social housing.  Board Training  SO advised Board that Training was available and Members should register as quickly as possible  Signing of Auditor Appointment Letter  The Chair was asked to sign the appropriate documentation.  Christmas Hampers  MJ & TP to deliver outstanding Christmas Hampers | **SO/MS1**  **BOARD**  **SO/MJ/MS1**  **BOARD**  **MS1**  **MJ & TP** |
|  | **Date of Next Meeting – Tuesday 28 February @ 7pm**  *The meeting ended at 9.05pm* |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
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| 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 | SO & Board | February - March 2017 |
| 1. Invite Home Ownership to Board meeting | SO | February 2017 |
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| 1. Invite Councillors to Board Meeting | MJ | February 2017 |
| 1. Revised list for use of surpluses to be given to general meeting 21 Feb | SO | 21 February 2017 |
| 1. Proposals for continuation ballot | SO | April 2017 |

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

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