

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 25 July 2017, at 7pm at Roupell Park Community Centre**

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| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Molly Sinclair (MS), Alex Ekumah (AE), Sandra Yamoah(SY), Alieu Corneh(AC), Tom Parker(TP), Janet Nicholson(JN)    **Apologies**  Marcia Jones, Chris Weathers  **Staff in Attendance**  Simon Oelman, Estate Director  Eva Christmas, Community & Development Manager  Chair welcomed all to the meeting. |  |
| **2** | **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. There were no Gifts and Hospitalities received by Office Staff. |  |
| **3**  **3.1** | **Matters Arising from Minutes of Meeting held on 27 June 2017**  **The Minutes were AGREED as a true record (to be signed by the Chair and Secretary).**  Action Points   1. **Board Appraisals.** One to be completed 2. **Refuse Collections**. In ED report 3. **Door Knocking.** For September and October | **MJ**  **SO**  **MJ/Board** |
| **4** | **Chair’s Action & Updates**   * MS (1) to check re staff and Board members' birthdays during August. * MS (1) reported the outcome of the continuation ballot, 96% of those voting voted **YES**. She thanked all staff and members for their help. * MS (1) thanked all staff and members for their help on fun day * MS (1) reported that Albert Bone a previous Board member and one of the first residents on the estate had died. The Board agreed to send flowers/make a charitable contribution and for a member to attend the funeral if possible. * Chair expressed that she was not happy that the major works has overrun, the impact this delay has on residents and fhe huge escalation in cost. Thanks to all the office Staff who had been diligent and given so much of their time & energy to supporting and seeing the works through. The recent Board Away Day gave us a greater insight and appreciation for our housing staff. * The Chair expressed her thanks and gratitude to the Finance Manager and ED in the smooth running of RPRMO'S finances which was also praised by the Client Team and our auditors. Both expressed the all areas are on point. Our year end report by the client team also recognised our outstanding efforts and performance at the NFTMO. |  |
| **5** | **FUN DAY EVALUATION**  Fun day evaluation:  **Key points:**  There was a general consensus that the event went really well and that there was a noted improvement in the way it was run and in the set up. The team effort was much greater and it pulled the event together.  We were looking at 3 key questions:  **Areas which went particularly well:**  **Food**: BBQ: Jerk chicken and burgers were brilliant.  To express special thank you to the chef, Milton. It was just the right amount. Veggie burgers to be changed next year to better quality ones. There were queues, but that is difficult to manage as some people tend to make big orders. To allocate extra staff next time to manage the queues!  This also goes to cakes stand – Halal cakes were not popular but perhaps due to the overall quality. Alieu commented it was not necessary to have halal cakes.  **Entertainment and stage**: it was fully packed but ran smoothly. African Acrobats particularly stood out in terms of the overall quality of their performance. Molly preferred steel band from previous events. The mask show also went well; Ruth-Ellen’s performance was also outstanding. The number of young people taking part in impromptu dancing was much higher.  **Football tournament**: ran smoothly and Fulham FC provided activities for younger children.  **Face painter:** was outstanding and the children’s activities were very popular.    It was noted that there were new volunteers taking part this year and this includes Tony who helped out with the set up and children’s parents who were doing the evaluation surveys. The new category in naming and awarding volunteers was included and reflects how much the community programme has evolved.  The board discussed whether we include one for young people which may entice more involvement from them although a cap would need to be placed on the prize.    **What didn’t work as well?**  There were no areas of particular failure, as the overall event worked, but these are the details:  **Queues**: to be managed better and in particular to do with food management. A rude resident who demanded a return for her raffle ticket and was also rude to the Mayor.  It was a very packed schedule; this was a positive, but perhaps to leave a bit more time for ‘no acts’ on the stage.  **Timing**: A suggestion was put across for the event to start at 12.30pm and finish at 4.30pm on the basis that it was much busier after 2.00pm and the event seemed to have finished a little bit too early for most.  **Golf:** did not seem to have been attended well and most likely due to its positioning; it was somewhat remote.  Some of the songs suggested by the youth forum were inappropriate in terms of language; mic did not work properly so Mary had to shout in order to be heard.  **Conclusion:**  Simon expressed the overall feedback from the office staff that they needed a year off in running an event of this size, due to the overall commitment, time and effort it requires to be delivered successfully from each member of staff; in particular as this was the 4th consecutive year, and the event can hardly be made better or bigger.  The Board members strongly advocated running the fun day event again next year and are prepared to put in more time and effort in order to make this happen.  The team effort and greater number of community volunteers made the event this year stand out from the previous ones and this was noted by both the general public and internally as part of the Board’s and staff evaluation. |  |
| **6** | **POLICY REVIEW**  The policies in relation to Anti-Social Behaviour, Complaints and Closed Meetings had been previously circulated.  **Members agree the revised**   1. **The Anti-Social Behaviour Policy** 2. **The Complaints Policy** 3. **The Closed Meetings Policy** |  |
| **7**  **7.1**  **7.2**  **7.3** | **ANNUAL ACCOUNTS**  Members noted the Profit and Loss summary on page 4 and balance sheet on page 5 of the accounts. This showed: -   * A surplus of £252,579 * Total reserves are £769,246 * Our surplus fund is £481,501 * Designated reserves of £287,745 (with the agreement by the Board to transfer £50k to designated reserves for 2016/17 instead of £25k). This represents 21.2% of allowances, up from 18.3% in 2015/16. Members are reminded that our target is to achieve designated reserves of 25% of allowances paid. This amount to 23.5% of allowances in 2019/20 assuming a reduction of allowances by 5% per annum. Members will however note that if £50k is transferred at the end of this year under the same scenario reserves will then amount to 27.5% of allowances allowing us to meet our business plan objectives. * Cash in hand at the end of the year was £871,988.   Members also noted the recommendations within the KIM as regards ensuring annual pay increases were confirmed to staff in writing and to be held on HR files.  Members also noted the comments of the Risk and Audit committee that all staff should annually update their key contact details.  Managers accepted these 2 recommendations.  TP asked what had happened to the Surplus from the Solar Power project. SO agreed to investigate  **The Board Agreed**   1. **That the Accounts attached were passed to the Annual General Meeting for approval** 2. **That the recommendations within the KIM and those of the Risk and Audit Committee we adopted** 3. **To agree to transfer £50,000 to designated reserves** 4. **Members noted the minutes of the Risk and Audit Committee of 9 May 2017 and 11 July 2017** | **SO**  **SO**  **SO/MS1** |
| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.5**  **8.6**  **8.7** | **ESTATE DIRECTORS’ REPORT**   * Members noted that because of works to the internal balustrades that major works programme would not now finish until November 2017 * Members noted that in order to achieve cost savings the following had been agreed - * The rear of Elstead will be repainted in total rather than extensive patch repairs * All ground floor rendered areas will be made good and repainted * Repairs to pram sheds will be omitted and a separate funding request will need to be made. In the meantime some pram sheds will remain closed and others subject to monitoring * Repairs to the concrete beam to the community centre was not included in the scope of the programme. SO had agreed that we obtain a price for this work and that that this will need to be paid for from RPRMO resources * The covers to the inspection panels on balconies will be omitted where the work was not completed already. This is work the DLO should be able to pick up on in a planned basis * We will fit pigeon spikes where they are needed rather than on a more universal basis * The asbestos cowls to the old drying rooms will be removed * We will agree a provision for making good garden areas in August following an estate inspection. SO had made it clear that we expect this work to be done at the Council’s expense.   A drop in session had been arranged by the Council about increased costs and leaseholder contributions. Members noted the considerable anger amongst leaseholders and the appetite for action to challenge the Council over the issue. After discussion it was agreed that   * The ED write to all leaseholders on behalf of the Board asking if they would wish to be involved in the challenge and would be prepared to contribute to the cost of seeking legal advice. * To arrange a meeting for all leaseholders to discuss actions to be taken in late August.   A reply had been received from Rachel Sharpe in relation to cost increases. The Board agreed that this was inadequate but that no reply should be sent.  Members noted the contents of the risk map.  Members noted that 3 companies had been approached in relation to installing CCTV and that the works would be sent out for tender.  Training re ASB had been arranged for the afternoon of 27 September. All members were invited.  The AGM is being held on 19 September. 4 members would need to stand down and seek re-election   * AE * JN * CW * SY   Members noted the timetable for the process.  Discussions had been held with the waste team. They had committed to doing waste collection first call on Wednesday afternoons and were looking at options to move the Saturday collection to the morning. SO would keep the Board updated. | **SO**  **SO**  **SO**  **SO** |
| **10** | **Any Other Business**  There was none. |  |
| **11** | **Date of Next Meeting**  AGM Tuesday 19 September @7.00pm  Tuesday 26 September @ 7.00pm  *Meeting ended at 20.35pm* |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **One more Board Appraisal outstanding** | **Secretary** | **June 2017** |
| 1. **Board Door Knocking** | **Secretary** | **September 2017** |
| 1. **Letter to Leaseholders re costs** | **SO** | **September 2017** |
| 1. **Update on waste collection** | **SO** | **September 2017** |
| 1. **Invitation to Client Team and Councillors to AGM** | **Secretary** | **September 2017** |
| 1. **Invitation to Client Team and Councillors to September Board Meeting** | **Secretary** | **September 2017** |

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

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