**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 31 July 2018, at 7pm at Roupell Park Community Centre**

|  |  |  |
| --- | --- | --- |
|  |  | Action |
| **1** | **Members Present:**Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Molly Sinclair (MS), Chris Weathers (CW), Tom Parker (TP), Marcia Jones (MJ), Alieu Corneh (AC), Janet Nicolson (JN)**Apologies** – Alex Ekumah, Sandra Yamoah**Staff in Attendance**Simon Oelman, Estate Director (SO), Colin Carnegie (CC), Maintenance Manager, Jack Dangerfield, Brixton Energy |  |
| **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****3.3** | **Matters Arising from Minutes of Meeting held on 26 June 2018**AccuracyJanet Nicholson has been presentSubject to that amendment the minutes were agreed as a correct record.Matters ArisingAction Points1. Training re ASB. SO to discuss with MS(1)
2. Board Appraisals – 2 dates to be arranged
3. Planned Maintenance Report September
4. Board door knocking to be completed by end of September
 |  |
| **4****4.1****4.2****4.3****4.4****4.5****4.6** | **Presentation by Brixton Energy**Jack Dangerfield from the Brixton Energy Co-op reported on the Energy Local Roupell Park initiative a joint venture between Brixton Energy, 10:10 and RPRMO.The current Solar panels did not directly benefit residents in terms of cost savings. The project was designed to allow people to benefit from the savings made through the creation of an energy club. This could deliver savings of up to 20%.Participants would need to switch to a smart meter and supplier to Co-op energy. However residents using pre-paid meters could not take part due to technical issues.The aim was to recruit up to 30 households. 11 had already expressed and interest. Jack asked that the Board promote the initiative.The scheme should go live in October. Ongoing support would be given to participants throughout the process. MS(1) asked that RPRMO promote the scheme via the website, notice boards and the newsletter and requested feedback on the project to the January meeting. |  |
| **5****5.1****5.2****5.3****5.4** | **Feedback from NFTMO conference**Written feedback had been provided by staff present and MS(1).There was agreement that the conference had been a great success and had been enjoyed by all. The changes in format had been a real improvement.MS(1) reported that we had run two very successful workshops and had won another award for partnership working.MJ highlighted the Benefits to Society campaign aimed at promoting social housing and reducing the level of stigma attached to it. |  |
| **6****6.1****6.2****6.3** | **Miscellaneous Charges**SO introduced the paper.As well as the main items he also raised the possibility of ceasing to issue visitors permits but to sell one day permits in blocks of 30. He agreed to bring further reports back to the Board.**The Board agreed to increase charges to the following*** **Resident and Visitor parking permits to £30**
* **Day permits to £2**
* **Hourly charge for use of RPCC to £25 per hour from £20 for parties and other social activities.**
* **No charge to be levied for the use of RPCC for courses and activities organised delivered at no cost by RPRMO**
* **Community groups charging for their services or who receive other funding, are charged at the full rate**
 | **SO** |
| **7****7.1****7.2****7.3****7.4****7.5****7.6****7.7****7.8****7.9** | **Self Financing Communications Plan**SO introduced the paper which set out a number of proposals in terms of communications.We will need to produce two newsletters setting out the Boards proposals for the estate at the beginning of September and after the ACM in October. These will need to include• What self-financing means including taking over responsibility for major works• An outline of the financial viability of the process based on the report produced by PPCR• That the Council would remain the freeholder and that therefore residents would remain the tenant/leaseholder of the Council• That we would remain an TMO and that our continuation would be dependent on a five yearly ballot• That the proposal would be subject to a test of opinion and that this would be carried out by an independent organisationThe AGM will be held on 2 October and that stock options is the main item for the subsequent public meeting.A number of drop in sessions should be run so that residents can ask any questions they have about the process.Door knocking. Whilst staff could take part in this process it is vital that the process is driven by the Board and that there is commitment from the Board to take part.A test of opinion would be carried out by an independent organisation. Three had already been approached and proposals submitted.The details of how to carry out the test will need to be agreed with the company. However it is envisaged that* All households will be consulted
* The process will involve a simple question to test opinion
* There will be both door knocking and telephone sampling to ensure a maximum response
* The survey will be available on line
* Systems will be put in place to ensure that households can only respond once
* The test will only measure the views of tenants and leaseholders

Members discussed the proposal. TP was concerned that he did not fully understand the proposals and was himself unsure as to the benefits.SO assured the meeting that no final decision had been made but that it was necessary to take the matter step by step. The key issues were whether there was resident support and that the organisation and proposals were financially viable. If either were not true then the project could not progress. After discussion the Board agreed:-* **That the test of opinion is carried out by an independent organisation in October 2018**
* **To allocate £6000 towards the process of carrying out a test of opinion**
* **To delegate the appointment of an organisation to carry out the test of opinion to the ED in consultation with the chair.**
* **To allocate a total of £50,000 to the stock options budget for this financial year up from £13,000**
 | **SO****ALL** |
| **8****8.1****8.2****8.3** | **Audited Accounts**SO introduced the paper. The accounts showed that RPRMO had* Made a surplus of £154,924
* Total reserves of £ 924,208
* A surplus fund of £ 636,153
* Designated reserves of £ 287,744 (with the agreement by the Board to transfer £50k transfer to designated reserves for 2017/18). This represents 22.4% of allowances, up from 21.2% in 2016/17. Members are reminded that our target is to achieve designated reserves of 25% of allowances paid.
* Cash in hand at the end of the year of £1,078,657.

No issues hand been raised in the Key Audit Findings.The Board agreed* **That the accounts are passed to the Annual General Meeting for approval**
* **To transfer £50,000 to designated reserves**
 | **SO** |
| **9****9.1****9.2****9.3****9.4****9.5** | **Estate Directors Report**SO introduced the report. He highlighted that* Internal works were about to commence
* The slip hazard in relation to procol had not been resolved
* New risks has been added in relation to self-financing
* SO alerted the Board about ongoing issues in relation to the culture and performance of the DLO and caretakers. These were likely to result in formal action being taken
* The AGM timetable was circulated

Confirmation was given about the away day on 24 October. Possible topics for discussion were* Self Financing
* Governance – the responsibility of Board and Staff
* Excellence in customer care
* Can we do one thing better?
* Changing organisational culture

MS(1) expressed the need for members to attend a team meeting. SO will circulate datesMembers noted that SF had not returned to work and a temporary arrears office had been employed**The Board** * **Agreed to the AGM timetable set out in appendix 2**
* **Noted the contents of the report.**
 | **SO****SO** |
| **10** | **Finance Update****Members noted the report** |  |
| **11****11.1** | **AOB**MS(1) reminded members of the need for volunteers to go on coach trip to help with organisation | **Board** |
|  | **DONM****25 September at 7.00** |  |

|  |  |  |
| --- | --- | --- |
| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Training re ASB. Examine options re training for wider resident group**
 | **SO** | **To discuss with MS(1)** |
| 1. **Board Appraisals**
 | **MS(1)** | **Ongoing** |
| 1. **Report re planned Maintenance**
 | **CC** | **September 2018** |
| 1. **Board door knocking - including self financing**
 | **Board** | **September/October 2018** |
| 1. **Proposals on visitors permits**
 | **SO** | **TBA** |
| 1. **Away Day**
 | **All** | **24 October** |

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

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