

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 June 2016, at Roupell Park Community Centre**

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| **1** | **Members Present:**  Mary Simpson (MS1), Chair; Oni Idigu (OI), Treasurer; Marcia Jones (MJ) Secretary; Tom Parker (TP),Chris Weathers (CW), Alex Ekumah (AE), Molly Sinclair(MS2), Alex Tsergas (AT), & Janet Nicholson (JN),  **Apologies**  No apologies  **Staff in Attendance**  Colin Carnegie, Maintenance Manager  Eva Christmas, Community & Development Manager  Simon Oelman, Estate Director |  |
| **2**  **2.1**  **2.2**  **2.3**  **2.4**  **2.5** | **Matters Arising from Minutes of Meeting held on 31 May 2016**  The Minutes were agreed as a true record.  Appointment of Independent Board Members  The Officers had met and moving forward, the decision was to specifically recruit someone with financial and housing background and experience.  We would approach a candidate who had applied for the position previously and if unsuccessful advertise via In-Housing  Action Points  SO & TP to meet to consider a Vulnerable Resident’s Policy.  Dates for Finance Committee meetings to be circulated.  Quality of cleaning to be raised with Mears: this matter was ongoing and SO would update us accordingly.  Confirmation of details for Fun Day – this item would be discussed under Agenda item 6. | **MS1/OI/MJ**  **SO & TP**  **SO & JM**  **SO**  **EC/ALL** |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  a) There were no declarations.  b) No new applications for membership had been received. |  |
| **4**  **4.1**  **4.2**  **4.2**  **4.3** | **Chair’s Action & Chair’s Update**  It was noted that there were no Staff or Board members' birthdays this past month.  General meeting was reasonably well attended and all Agenda items were covered.  Chair reminded Members about their commitment to the Fun Day on 2 July and the following Members confirmed their attendance: Mary, Oni, Alex T, Molly & Tom.  Alex E, Chris, Alieu, & Sandra were to be followed up as to their tasks  Attendance at NFTMO, Chair thanked all Members who attended and particularly Colin for his assistance.  Chair further went on to thank Eva for her hard work and for entering RPRMO into 3 awards category, she also expressed her pride of us being awarded the Kitemark accreditation at the NFTMO Conference. Molly won the “Best Neighbour” award in her category. Both award trophies were present and would be “officially” presented at the Fun Day at the weekend. | **ALL** |
| **5** | **Feedback from NFTMO, Stratford-upon-Avon: 17-19 June**  The following Staff and Members attended this year’s NFTMO:  Colin Carnegie  Eva Christmas  Rosaleen Jones  Alex Ekumah  Oni Idigu  Janet Nicholson  Mary Simpson.  Feedback and brief reports were presented and the Secretary asked everyone to forward their reports by email, which would be appended to the Minutes for the July Board meeting. | **CC**  **EC**  **RJ**  **AE**  **OI**  **JN**  **MS1** |
| **6** | **Update on Fun Day**   * Eva updated us on roles and responsibilities for Board Member for the Fun Day. * Eva to email everyone by 29.6.16 with final running order/roles and responsibilities. * Unfortunately due to the result of the recent Referendum, the Councillors would be holding an emergency meeting on the same day, which meant they would not be able to attend, which was disappointing. * Mears have donated £1,000 and other donations had been received by all our contractors, which was received positively. * It was agreed to tear up all raffle tickets, once residents had tendered them, to avoid re-circulation. * Twitter feeds would be posted in the coming days to highlight the Fun Day.   *Eva, Colin & Janet left the meeting at 8.25pm* | **EC** |
| **7** | **Policy Reviews**  **For Decision**  Members are asked in advance to review the following Policies   * Rent Arrears   **Members AGREED the changes proposed to this Policy.**   * Equalities and Diversity Policy   **Members noted that NO CHANGES were needed and AGREED this Policy.**   * Financial and Transaction Card Policy   **Members noted that NO CHANGES were needed and AGREED this Policy.**   * Cash Handling Policy   **Members noted that NO CHANGES were needed and AGREED this Policy.**   * A Policy Review Schedule   **Members noted and AGREED the Review** |  |
| **8**  **8.1**  **8.2** | **Performance Outcomes & Targets**  **The Board were asked to**   * **Agree the Performance targets for 2016/17 set out in the report** * **Note Performance for 2015/16**   SO elaborated on this item and admitted that he was disappointed with our performance this past year. We met Lambeth's target but not our RP internal targets. He expressed concern at the level of rent arrears we were unable to collect.  SO further went on to explain the huge impact that Universal Credit imposed on our financial management, not to mention the effect it would have on residents. There was also a significant impact on the prevalence of zero hour contracts which led to tenants being unsure of their financial position and frequent changes in their benefit entitlement.  Re-letting properties – further implications as Lambeth's resources do not keep their systems up to date sufficiently, in order to allow swift lettings.  There were lengthy discussions on these points.  Chair referred to examples given at the NFTMO from other TMOs who had succeeded on some of these major areas. Planning ahead by signposting residents who are on zero-contract hours as well as benefits felt to be a positive way forward in trying to address these significant areas.  **The Board agreed to the Targets.** |  |
| **9**  **9.1**  **9.2**  **9.3**  **9.4** | **Estate Directors’ Report**  **Members were asked to note the contents of the Report**  A meeting was due on 29.6.16 with Wates and Lambeth's barristers.  External Works  Works were underway on Tanhurst, Thursley, Outwood, Hyperion and Warnham.  It was noted that there had been some slippage on the first three blocks, due to issues around the amount of work to be done and the need to agree design solutions, especially for the balcony balustrades. It was hoped that this wold be resolved after the consultation currently underway had been completed and allow for orders to be placed. However, it was not expected that these delays would cause a delay to the programme as a whole.  Concrete repairs on Hyperion should start in July. Scaffolding was almost complete.  There were serious structural issues with pram sheds, and all residents concerned had been contacted. As a result, these sheds would have to be out of action with immediate effect.  Risk Management   * Risk 31 to be changed from green to Amber status. * Item 18 SO not sure who the perpetrators were, but the issue was being monitored and proactively looked into. * It had been reported that there have been rough sleepers outside 1 Tanhurst. * Item 23 the financial implications very little 50p per week. | **SO** |
| **10**  **10.1**  **10.2** | **Business Plan Update**  **Members were asked to note and comment on progress against the 2014/17 Business Plan Action Plan**  An updated Plan was appended to the Agenda and indicated that we had already achieved a number of objectives and many others were on target for completion.  ED and Secretary had met and the process of completing the Monitoring forms, was almost complete. Secretary to follow up SY & AC who were absent. A final list and copies to be sent to SO. | **SO/MJ** |
| **11.**  **11.1**  **11.2**  **11.3** | **Any Other Business**  CW advised that he may have a potential conflict of interest at the Fun Day as his son would be collecting on behalf his peer mentoring Scheme. It was felt that this would not be a conflict of interest, as the Scheme was external to the work and focus of the Residents’ Fun Day.  AE asked about the length of the grass outside Tanhurst and at what stage could this be cut to make the area more attractive/tidier. SO explained that due to health and safety and the ongoing major works, this would not be feasible to cut at this point.  The Secretary asked Members to assist in increasing our Shareholder list, which was currently at 80% and needed to be increased to 100%. Also assistance for the block reps and door-knocking exercise in the summer. Members present responded positively to this and Secretary would send notifications of when this could be done.  *The Meeting ended at 9.05pm* | **MJ/BOARD** |
| **12** | **Date of Next Meeting**  **Tuesday 26 July 2016: 7pm**  **Members are reminded to note that the next AGM had been agreed as Tuesday 13 September 2016 @ 7pm** |  |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Appointment of Independent Board Member | MS1/OI/MJ | Autumn 2016 |
| Consider vulnerable residents policy | TP/SO |  |
| Revised dates for Finance Committee meetings to be circulated | SO/JM | 26/7/16 |
| Circulate details of fun day | EC | Immediate |
| Quality of cleaning to be raised with Mears | SO | Ongoing |
| Summary of NFTMO workshops to be given to MJ | All delegates | 18/7/16 |
| Change risk 31 to Amber | SO | 26/7/16 |
| Members to return monitoring forms to MJ | All | Immediate |
| Invitation to Councillors & Lambeth Living to July Board Meeting | MJ | 26/7/16 |
| RPRMO AGM | SO/MJ | 13 September 2016 |

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

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