

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 27 June 2017, at 7pm at Roupell Park Community Centre**

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| **1** | **Members Present:**Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Marcia Jones: MJ (Secretary), Molly Sinclair (MS), Alex Ekumah (AE), Chris Weathers (CW), Sandra Yamoah & Alieu Corneh **Apologies**Janet Nicholson & Tom Parker**Staff in Attendance**Simon Oelman, Estate DirectorEva Christmas, Community & Development ManagerStefan Gustave-Tavernier, Generic Housing OfficerColin Carnegie, Maintenance ManagerChair 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.
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| **3****3.1** | **Matters Arising from Minutes of Meeting held on 30 May 2017**Alieu Corneh did give his apologies for the meeting.**After amendment, the Minutes were AGREED as a true record and signed by the Chair and Secretary.**Action Points1. **Refuse Collections**. Chair had again chased this up and had a response from Cllr Garden, who also had been following this up. A response from Jennifer Brathwaite, who was not happy, was received. Monitoring of this unsatisfactory issue is ongoing.
2. **Re-fixing curtains and blinds**. SO followed this up and was a given a response. Hooks, etc can be added and should be easy to do. Batons should be added to put up heavier curtains and blinds. Confirmation that this was residents' responsibility. Would be giving out information as to how to proceed.
3. Information now being collected for time RPRMO is responsible for SCV
4. Examination of whether DLO can help with tenancy check visits was now underway and discussions held with the Team.
5. Payment of £500 to our Community Volunteer had been made.
6. Increase of Shareholder List, this would commence at the Fun Day, with follow up after, into early autumn.
 | **SO/MS1****MJ****SO****SO****SO****MJ/BOARD** |
| **4** | **Chair’s Action & Updates*** There were no Staff or Board members' birthdays during July.
* Chair thanked all Staff and Board members who attended and contributed to the NFTMO, which was hugely successful for RPRMO, as we received two Awards: Achievements for working with Young People (our Youth Forum) and Being a Good Neighbour (Dave Worsford).
* Chair expressed that she was not happy that the major works has overrun and the impact this delay has on residents. 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.
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| **5** | **Feedback from NFTMO****SO, CC, EC, SG-T, MS1, JN, OI & MJ attended this year’s Annual National Federation Management Organisation Conference, in Stratford-upon-Avon, 9-11 June – verbal reports were given.**As a Board and Staff Team, we noted the following:* Our significant growth and achievements as a Board, in relation to our Business Plan and Operational systems.
* Our knowledge and skills-set as a collective group. This gave us the opportunity to share and exchange our experiences with other TMOs.
* We were able to deliver two Workshops and both were very well received, particularly the Engaging Young People, led by EV.
* We are viewed more positively by other TMOs.
* There is a strong possibility of networking and sharing of information with one of our neighbouring Estates, Cressingham Gardens.

SO added, from the Workshops he attended that there were some areas we could introduce at the office to aid in our efficiency:* A card reader
* Parking fees
* Other activities can be included
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| **6****6.1****6.2** | **Fun Day Updates**EC led on this item and shared a draft plan of the day. There were some brief discussions and clarity on this.CW suggested using the hash-tag @roupellpark for our Fun Day on the back of what EC shared from her presentation at the NFTMO.AC suggested for the future, using Snapchat, which may have a self-destruct mechanism. Engage the Youth Forum for their ideas to help enhance our reach and publicity. Getting it right and targeted, so the messages we want to share are positive.MJ now allocated to the Board Stand.Additional Board Supporting roles confirmed.EC thanked everyone in advance for their contributions and efforts in the planning for the Fun Day. | **EC** |
| **7** | **FOR DECISION****The Board are requested to agree to the extension of the existing contract with Pinnacle Housing Ltd for a period of a further 2 years from 15 September 2017 with a one off uplift of 5%.**In July 2014 the Board agreed to let a contract to Pinnacle Housing Ltd to carry out the Grounds Maintenance on the estate. The contact was for a period of 3 years, with the option to extend the contract for a further 2 years, subject to agreement of both parties.Permission now needed from the Board to extend the contract for the further 2 years until September 2019 at one off uplift in cost of 5%.The Board felt this was not a good time to switch contracts due to the timing of the ending of the major works. Suggestion to delay for another 2 years.**The Board NOTED and AGREED to the extension of the existing contract for another 2 years.** | **SO** |
| **8****8.1****8.2****8.3****8.4****8.5** | **FOR DECISION****Estate Directors’ Report**The following points were highlighted.S20b notice letters would not be sent before the RP Ballot. SO did get a response from Home Ownership, but had to go through a chain of command before this happened. Repeated concerns about their processing and lack of timely information.Members will also want to note that there would be some delay to the external works programme with a completion date of November 2017. The reason for this is that RPRMO had previously identified the need to replace the mesh infill panels on the balustrades as the welds were failing. This resulted in a number of failures including one panel falling out entirely. We may need to reclaim money back from Lambeth, with a view to using our DLO to complete decorating tasks.Because of cost over-runs there is now a significant risk that some items of work will be deleted from the specification. These are not fundamental structurally but will affect the overall look and feel of the estate. This for instance includes not redecorating the ground floor rear and flank walls to most blocks. It has also meant that some repairs to water tank rooms have not been completed and that some brick repair has not been carried out.A ‘wish list’ of omitted works will be produced by Lambeth and the ED will input into the decision making process of what can be done with any available money.In some cases where work is not done the ED will examine options for the DLO to do work, in particular in relation to external painting and minor carpentry. There were some brief discussions on this, but the Board noted the external factors that have resulted in this decision.Members will be aware of the tragic incident that happened at Grenfell Towers in Kensington and Chelsea on 13.6.17 and it was worth addressing the implications for RPRMO. A letter was sent to all residents on 16.6.17, with re-assurance that there was no cladding on any of RPs buildings.Overall responsibility for fire safety lies with the Council as freeholder under the terms of the management agreement. However there are some aspects which are our responsibility. Fire risk assessments have recently been carried out and we are awaiting the reports so we can assess what we need to do. However, residents are strongly advised to remove all flower pots, rubbish and door mats from balconies. Any concerns should be discussed with the Office.CW raised questions about residents who still had iron gates on their doors. Many had been taken down, but residents have replaced them. In the event of a fire, there is a strong potential that the fire brigade could not reach these residents.MJ raised the question of current leaseholder doors that had not been upgraded as part of the major works and what is their shelf-life. Discussions about this that a lot of current doors are not fire-resistant. The new doors are compliant and any leaseholder needs to check the specifications on their choice of new door.AC suggested that when Block reps are in place, would they have the knowledge about vulnerable residents and would it be feasible to have official fire Marshalls. SO said in principle this is good, but could be too much responsibility on any resident. Brief discussions about fire risk assessments.ASB - CCTV, ongoing issues with this and how to resolve it. | **SO** |
| **9****9.1****9.2** | **FOR INFORMATION****HR Report**Report received from Alison Spence, which highlighted our personnel activities for the past 12 months.Chair expressed thanks to Alison for her support and feedback.**Training Audit**Positive changes all round for the Staff training process and SO continues to monitor. | **SO/MS1****SO** |
| **10** | **Any Other Business**There were none. |  |
| **11** | **Date of Next Meeting**Tuesday 25 July @ 7pm*Meeting ended at 21.25pm* |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **One more Board Appraisal outstanding**
 | **Secretary** | **June 2017** |
| 1. Cllrs & TMO Client Team to be invited to September Board Meeting
 | Secretary | September 2017 |
| 1. Door-knocking Exercise
 | Secretary & Board | September-October 2017 |
| 1. Waste Collection – update on changes
 | ED/Chair | July  |

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

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