

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 March 2017, at 7pm at Roupell Park Community Centre**

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|  | **PART A** | Action |
| **1** | **Members Present:**  Oni Idigu (OI) Acting Chair & Treasurer, Marcia Jones (Secretary) MJ, Molly Sinclair (MS), Alieu Corneh (AC), Alex Ekumah (AE) & Sandra Yamoah  **Apologies**  Tom Parker, Chris Weathers, Janet Nicolson & Mary Simpson  **Staff in Attendance**  Simon Oelman, Estate Director  Andy Marshall, London Borough of Lambeth  Acting Chair welcomed all to the meeting. |  |
| **2**  **2.1**  **2.2**  **2.3** | **Update on Capital Works – Andy Marshall**  Mohamed Ullah met with Andy and Simon earlier today. Andy gave a brief summary on completed works on Tanhurst and other blocks. All snagging and cleaning up issues have been noted and working with Staff to complete these in a timely manner. Tanhurst ground floor balconies have some issues which had been picked up and will looked at in the near future.  Inspection with staff team due this week. Some delay in accessing some blocks.  Next Residents’ surgery due on 18.4.17.  MJ: Question regarding ground floor brickwork/balconies. Ground floor bricked balconies will remain as they are, where there were defects, these would be repaired. Generally the works are on track for completion.  AC: Question regarding Dunsfold cabling and drainage by the lift was exposed and needs to be covered.  MS: Question regarding ground floor on the green outside Hyperion House and the process for clearing away/cleaning. This had been identified and would be dealt with.  Chair and Members thanked Andy for his update.  *Andy left at 19.25pm****.*** | **SO**  **SO**  **SO**  **SO** |
| **3**  **3.1** | **Matters Arising from Minutes of Meeting held on 28 February 2017**  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. NFTMO Reports June 2016: Still outstanding. 2. Increase in Shareholder’s List – This would be part of community development door-knocking exercise for 2017. Still outstanding. 3. Dates for appraisals and planning for involvement 4. Invite Home Ownership to Board meeting 5. Continuation ballot. | **MJ/OI, AE & MS1**  **MJ**  **MS1/OI/MJ** |
| **4** | **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. |  |
| **5** | **Chair’s Action & Report**  **In the absence of our Chair, the Secretary, read her report.**   * No staff birthdays prior to our next meeting, however there are 2 Members birthdays: Oni: 15.4.17 & Alieu: 26.4.17. * We have not had a reply from Lambeth in response questions personally raised, regarding the painting of the private balconies on Tanhurst House. They were painted when I bought years ago and the major works has left the paint dirty from the drilling – the lead on major works had promised to check and come back from his last visit to our meeting. SO advised that this has since been checked and the Council have confirmed that they will not do this. * In terms of the upcoming Away Day training on 20.5.17, please can Members ensure this date is in their diaries and let the Office know asap if they cannot make the date. * The Appraisal process had not yet started and dates will hopefully be set before the next meeting. These need to be done prior to the NFTMO in June or even before our away day. | **MS1/OI/MJ** |

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| **6**  **6.1**  **6.2** | **PAPER FOR DECISION**  **Business Plan**  **The Board are asked to –**   1. **Agree the final text of the Business Plan 2017/20 (previously circulated)** 2. **Comment on and agree to the action plan attached at Appendix 1** 3. **Agree that a monitoring report is brought to the Board on a quarterly basis.**   So spoke to this report.  The existing RPRMO business plan was agreed in 2014 and expires at the end of March this year. The Board have been working on a new plan to run until the end of March 2020 and this has now been agreed at a general meeting on 21 February. However the Board now need to give final approval.  Some of the actions were now in place:   * Discussions on some of the points * Additional/enhanced lighting across the estate * CCTV cameras * ASB - Youths continue to “hang” around the estate at unsociable hours. One youth had been identified from Leith House. Agreed to invite the Police to our next General Meeting, with a view of how to work more closely together and proactively address the ongoing issues. * Gardening project – Agreed to postpone till works are completed.   It is also worth noting that some targets are the responsibility of the Board to deliver whilst other tasks are delegated to individual staff members, although the delivery will be the overall responsibility of the Estate Director.  Finally it should be noted that responsibility for the delivery of some outcomes is shared with Lambeth.  A report will be brought to the Board on a quarterly basis to allow it to monitor progress against targets and also to review them if required.  **The Board AGREED the proposal of the Business Plan, with regular quarterly monitoring.** |  |
| **7**  **7.1** | **PAPER FOR DECISION**  **Members are asked to -**   1. **Note the Management Allowance paid by the Council as set out in the letter at Appendix 1** 2. **Agree the proposed budget for the financial year 2017/18 at Appendix 2.** 3. **To consider the recommendation for salaries presented by the Chair.**   SO spoke to this report.  The Roupell Park RMO receives an annual Management Allowance from Lambeth Council to allow it to deliver its housing management and repairs functions. For financial year 2017/18 this has been set at £1,359,297. This compares with £1,285,096 in 2016/17 an increase of 5.77%. This was largely due to changes in predicted leaseholder income. The latter may change again in the year.  The allowance plus miscellaneous other sums is the income from which RPRMO must deliver its services. This income must also deliver a surplus to allow for a transfer into its reserves plus a contribution to a surplus fund to pay for future planned expenditure.  The proposed budget for 2017/18 is at Appendix 2. This generates an assumed surplus of £86,337.  Board Discussions   * Main financial costs were apportioned to estate management * Fly-tipping is an ever-increasing problem. Discussions on this. * Central costs. * Staff salaries. * IT. * Training. * It was noted that the contract with Millwall football had now ceased and would be managed by Fulham. This provided a significant financial saving.   The draft budget allows the ongoing delivery of key services whilst redeploying resources into areas identified as being the priority of the board. It maintains a high degree of transparency for ease of monitoring which will be further improved through the introduction of a new chart of accounts.  The budget also continues to generate surpluses for future investment and for the ongoing transfer of resources into designated reserves in order to further build the organisations financial strength and protect it from possible future pressures as a result of changes to the rent setting regime.  **The Board AGREED the Budget for 2017/18.** |  |
| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5**  **8.6**  **8.7** | **Estate Director’s Report**  **Members are asked to Note:**   * Ongoing issues with the water tanks. * Refuse collection dispute. This had escalated and has serious health and safety implications for residents and emergency services. Chair had written to our Councillors who have written to Highways about our dissatisfaction of 2 days per week: Wednesday and Saturday afternoons. * There was a major error with Allowances and costings relating to Leith House   LHS internal works  Members were aware works would not commence until the external works are complete. A time scale and project plan for this will need to be devised in the summer.  External works  The programme is now back on track and the scaffolding is being removed from a number of blocks. Performance indicators were still being compiled for Tanhurst but initial returns showed very high levels of resident satisfaction.  There remained a significant problem with the co-ordination of the installation of the new TV system and co-ordination between Mears and Stanley Securities.  There were also issues around residents who had already erected satellite dishes. SO in discussions with Lambeth about the management and enforcement issues arising from this.  Risk Management   * An updated risk map was attached at Appendix 1. * A number of risks in relation to the major works had been reduced because of the deferral of the internal rectification works until the completion of the external contract. * In addition the external works programme was now back on track with a number of blocks either complete or nearing completion. * However although some progress had been made in relation to the condition of the water tanks, the matter of water quality on the estate had been resolved.   Equalities and Diversity Implications  The contents of this report had been considered in terms of RPRMC’s commitment to equalities and valuing the diversity of the estate.  Health and Safety  There have been no health and safety incidents on the estate since the last report.  The Chair and Board thanked SO and Office Staff for their continuous commitment to the daily operational work on the estate. | **SO**  **SO** |
| **9**  **9.1**  **9.2** | **Any Other Business**  Garage Price Increases  AE raised this issue. Residents recently received their annual letter from Lambeth of rental increases. Members expressed their anger at the massive increase that Lambeth have recently imposed. Lengthy discussions on this point.  Newsletters   * MJ: suggested that regular features are included to remind all residents of their responsibilities, the cost imposed to RMO and how to make appropriate arrangements to have rubbish removed. * A reminder with the coming half-term that parents ensure that their children and young people are supervised at all times |  |

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| **10** | **Date of Next Meeting**  25 April 2017 @ 7pm  *SO left the Meeting at 8.35pm* |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 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** | **MS1, AE & OI** | **February - March 2017** |
| 1. Proposals for continuation ballot | SO | April 2017 |
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Chair’s Signature: ……………………………………………… Date: …………………………………

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