**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 27 March 2018, at 7pm at Roupell Park Community Centre**

**PART A**

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|  |  | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Molly Sinclair (MS), Alieu Corneh(AC), , Tom Parker (TP), Alex Ekumah Secretary (AE)  **Apologies**  Marcia Jones, Chris Weathers, Edward Evans  **Staff in Attendance**  Simon Oelman, Estate Director (SO) |  |
| **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** | **Matters Arising from Minutes of Meeting held on 27 March 2018**  Action Points   1. Training ASB – carry forward 2. Paving to entrance of Hyperion – orders raised. 3. Board Appraisals – MS1 to arrange 4. Wires rear Elstead and Hyperion – final notices sent 5. Parking Bay resurfacing – report on agenda 6. Away Day – ED report 7. Company Seal - complete 8. Spring Clean – ED report 9. Notice re use of chutes – done and on open meeting agenda   The Minutes were agreed as a true record and signed by the Chair and Secretary |  |
| **4** | **Chair’s Report & Updates**   * There were no staff birthdays * Board birthdays – OI, AC. * MS(1) will circulate dates for appraisals * SO appraisal is due. MS(1) requested that other members take part and to let her know if they wished to do so. * MS(1) stressed that the May Board would be a single item agenda on stock options. It would commence at 6.00. Members were requested to ensure that they diarized this so they could arrive on time. | **MS(1)**  **All**  **All** |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7**  **5.8**  **5.9**  **5.10** | **Use of Surpluses**  SO introduced the report.  He explained that RPRMO holds two types of reserves, general reserves which are held against unforeseen financial pressures and a surplus fund for delivering capital improvements over and above those funded from general expenditure or by the Council.  The spending of surpluses had to be agreed by members and proposals would be considered at the open meeting on 10 April.  The 2017/20 business plan sets out options for spending reserves.  Some of the projects identified were being done by the DLO as part of the planned maintenance programme and therefore delivering savings.  SO requested that the Board consider options for the use of surpluses and recommended that they prioritise   * Improving signage across the estate £10k * Upgrading the football pitch * Repairing the parking bays   He also asked the Board to consider the total level of reserves they wished to consider to be held.  The Board discussed the proposals. TP said that grant was available for upgrading pitches from organisations such as the FA. SO said that they were working with Fulham FC on the project to attract external funding.  AC supported the recommendations and that he felt that the upgrading of the parking areas should be linked to the increase in parking fees.  **The Board**   * **Agreed to priorities the suggested projects for the use of the surplus fund, subject to resident consultation.** * **Agreed that the minimum level total reserves should not be allowed to fall below £500k.** * **To consult with the residents on the details of this report at the general meeting to be held on 10 April.** |  |
| **6**  **6.1**  **6.2**  **6.3**  **6.4** | **Resident Survey**  SO introduced the report.  He explained that the survey was designed to better reflect the organisation that RPRMO had become and aspired to. This was in line with our commitment to measuring social value.  The Board asked whether there would be space to answer the open questions. SO confirmed that this was only a draft and that there would be.  **The Board agreed the text of the draft survey.** | **EC** |
| **7** | **Estate Directors Report**  SO introduced the report and highlighted   1. Inspections of internal defects to start 2 April. 2. He was still awaiting proposals from Lambeth regarding the resolution of slip hazards in communal areas. 3. It had not been possible to agree a date for an away day. Therefore the May Board meeting would be reserved to discuss stock options. 4. He suggested that a joint Board/Staff away day be held in the autumn. The Board welcomed this suggestion. 5. Sylvia Faucher had returned to work on a part time basis but SO had sent her home as she was clearly not coping. SO had referred her to OH to examine her ability to return to work and what changes to duties would have to be made when she did so. The Board requested Sylvia was sent flowers on their behalf. 6. The Board considered the option to hold a community ‘spring cleaning’ event. The idea was supported and the Board asked that EC progress the idea. | **All**  **SO**  **SO**  **EC** |
| **8**  **8.1** | **IT support contract**  **The Board agreed to let the IT Support Package to GCC of Henley House, Barnett Way, Gloucester GLE 3RT for £3,408 per year for a 3 year period with the option to extend by a further 2 years subject to satisfactory performance.** |  |
| **9**  **9.1** | **Business Plan Update**  The Board noted the report and welcomed the progress made against targets. |  |
| **9** | **AOB**   * Members were reminded of the open meeting on 10 April |  |
| **11** | **DONM – 27 March 2018** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Training re ASB. Examine options re training for wider resident group** | **SO** |  |
| 1. **Board Appraisals – circulate dates** | **MS(1)** | **April 2018** |
| 1. **Wires rear Elstead and Hyperion** | **CC** | **April 2018** |
| 1. **Report re planned Maintenance** | **CC** | **June 2018** |
| 1. **Resident Survey** | **SO/EC** | **May 2018** |
| 1. **Community Spring Clean** | **SO/EC** | **May 2018** |

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

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