

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 31 May 2016, at Roupell Park Community Centre**

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| **1** | **Present**Mary Simpson (MS1) Chair; Oni Idigu (OI) Treasurer; Marcia Jones (MJ) Secretary; Chris Weathers (CW) Member; Molly Sinclair(MS2) Member; Sandra Yamoah (SY) Member; Janet Nicholson (JN) Member; Alieu Corneh (AC) Member; Alex Tsergas (AT) Member &Alex Ekumah (AE) Member**Apologies**Tom Parker, Member**Staff in Attendance**Simon Oelman, Estate Director |  |
| **2****2.1****2.2****2.3** | **Matters Arising from Minutes of Meeting held on 26 April 2016**AmendmentsIt was noted that the following staff birthdays were omitted from the Minutes: Colin & Joy 21 MaySimon & Milton 26 May.The following Board Members’ birthdays were also omitted from the Minutes: Molly 5 May and Sandra 8 May.Action Point 1 – Independent Board MemberOfficers to meet to make a final decision on this point.Action Point 3SO waiting to hear back from TP on this issue.**After the above amendments and discussions, the Minutes were agreed as a true record.** | **MS1/OI/MJ****SO/TP** |

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| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**a) There were no declarations.b) No new applications for membership had been received. The Secretary reported that the Shareholders List would need to be amended as one name had been omitted. | **MJ** |
| **4****4.1****4.2****4.3** | **Chair’s Action and Updates**Chair thanked Oni for standing in at the last Board Meeting.Chair thanked all Members for their attendance at the Away Day on 21 May, at the Croydon Park Hotel. The day was well received and was positive in terms of attendance and outcome. Chair reminded Members that if they wished to discuss their own personal outcomes from the online survey, to contact Catherine and or Alison who would be happy to discuss this with them.Chair reminded Members about the training opportunities that had been made available and to ensure we make full use of those sent via SO. Also following the appraisals, members stated they would like to shadow some of the staff, please contact SO to arrange this.There are no staff birthday to report. One member’s birthday to report and it is that of the chair. |  |
| **5****5.1** | **Terms of Reference Finance and Audit Committee**SO introduced this item.The existing Terms of Reference of the Finance and Audit Committee were agreed in October 2014. For the reasons set out in this report it proposed that the number of meetings is reduced from 10 to 6 a year.**After a brief discussion, the Board AGREED to the revised terms of reference of the Finance and Audit Committee. Dates for the rest of the year will be re-circulated to all Board members once confirmed.****It was also stated that outside of the quorum that members are asked to attend this meeting in the interest of training and for succession planning.** | **SO** |
| **6****6.1****6.2****6.3** | **Estate Director’s Report****For Information****Members are asked to note the contents of the report. SO highlighted the main points.**Internal WorksSO waiting for update for meeting with Wates on 8 June. Nothing new to update us on.External WorksIndividual residents’ balconies needed to be cleared. Letters would be sent to all residents outlining when this needed to be done. Contents could be dumped in skips if residents did not comply.There remained some design issues to be resolved, primarily in relation to the balustrades on the communal and individual balconies. Pictures of the preferred design solution for the communal balconies will be brought to the next meeting. Consultation will be held with the residents of Hyperion House in relation to the finish for the communal balconies as it is felt better to replace the existing Georgian wired glass with the same finish as the rest of the estate.MS1 asked if the replacement design would be at an additional cost to leaseholders. SO advised no.There would be no additional cost to residents for the use of additional emergency lighting.CW asked about the schedule of works for each block. SO waiting to receive this from Mears, which was due before the next meeting. CW expressed personal positive feedback on the approach of Mears staff to date.MS commented that the workmen had been leaving empty cans at the end of the day: SO would look into this.MS1 disagreed with the level of cleanliness on her block and felt that this should be addressed.The newly commissioned contractors had commenced work and the initial impact was felt to be positive. | **SO** |
| **7****7.1** | **Finance Report**The Board was satisfied that our financial position remained strong.The Auditors would be present in the office from week of 6 June, for their annual review. |  |

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| **8****8.1****8.2****8.3** | **Any Other Business**MS raised an issue on behalf of an elderly resident.SO was aware of the situation, and this was in hand. The Chair reminded MS of the procedures and to encourage the resident that if she is not satisfied with the way SO is dealing with the issue, she had the right to make an official complaint via the Chair in writing.MJ asked for an update on the Fun Day on 2 July.SO reported that Eva would be in touch with everyone shortly and all Board members were expected to attend and be involved.A reminder that we have a part 2 training session on 7 June @ 7pm.*The meeting ended at 7.15pm* |  |
| **9** | **Date of Next Meeting****Tuesday 28 June 2016 : 7pm** |  |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Appointment of Independent Board Member | MS1/MJ/OI |  |
| Consider vulnerable residents policy | TP/SO |  |
| Dates for Finance Committee meetings to be circulated | SO | 26/6/16 |
| Quality of cleaning to be raised with Mears | SO | Immediate |
| Confirmation of details for fun day | EC | 26/6/16 |

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

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