

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 29 November 2016, at Roupell Park Community Centre**

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| **1** | **Members Present:**  Mary Simpson (MS1), Chair; Oni Idigu (OI), Treasurer; Molly Sinclair (MS); Alieu Corneh (AC): Janet Nicholson (JN): Sandra Yamoah (SY): Chris Weathers (CW)  **Apologies**  Marcia Jones, Alex Tsergas, Tom Parker, Alex Ekumah  **Staff in Attendance**  Simon Oelman, Estate Director  Andrew Marshall, Lambeth  Chair welcomed all to the meeting |  |
| **2**  **2.1** | **Matters Arising from Minutes of Meeting held on 25 October 2016**  There were no matters arising from the previous Minutes.  **The Minutes were AGREED as a true record and signed by the Chair.**  Action Points   * Vulnerable resident’s policy. This was an ongoing development. * NFTMO - outstanding reports still not received. * Board Member’s Training Audit – Secretary reported that she was working on this and it is hoped to be completed by the end of November. * Increase in Shareholder’s List – Secretary reported this was ongoing and timetable to be scheduled for 2017. * Dates for Board away day * Date for Board meal | **SO/TP**  **MJ/ALL**  **MJ**  **MJ**  **MJ**  **MJ** |

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| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  a) There were no declarations of interest.  b) No new Shareholder Certificates had been received.  c) There were no declarations of Interest, Fraud, Gifts or Hospitalities. |  |
| **4** | **Chairs Report**   * Staff Birthdays – Peter Chang, Roberts Jones * TP Birthday 29 November * The Chair had attended the Cowley TMO away day to talk about the RPRMO journey. Presentation went well but highlighted our unity and strength. Cowley members had asked for the opportunity to attend a board meeting and that RPRMO members attend theirs. The Chair said there may be the potential for joint working. * 6 Month review with client team had been attended by MS1 and CW. The meeting went well and our strength was recognised. We were below target on only one PI and this was now on track * Christmas hampers – MS1 to buy hampers and would then ask for help in distribution. We have had mince pies and donations from contractors |  |
| **5** | **Presentation on major works by Andrew Marshall (Lambeth)**  Andrew set out progress against a number of elements in relation to major works on the estate -   * 7 blocks would be fitted with new doors – 236 properties. Leaseholder properties were being excluded but mechanisms were being explored so they could be fitted on a private basis. Doors would be supplied by Girda and were secure by design status. Installation would commence in mid Jan. SO was concerned that some properties in blocks that were not on the list were still not compliant as they had not been changed as part of the previous programme or had deteriorated. AM to update SO. * Internals rectification – Lambeth in final stages of negotiations with Wates. This should be settlement before Christmas with rectification works to start January. This would need careful project planning to avoid conflict with other works. * External works on target for completion of programme by September 2017. Tanhurst due to complete just before Christmas although scaffold may not be dismantled until New Year. Details of other blocks on website. * Members enquired about details of painting to private balconies. Brickwork had previously been painted and had been damaged during works. However residents had been told this was not being done. AM to respond via SO. * Members also asked about cleaning at end of work, particularly on windows and ledges. AM to respond via SO. * AM to confirm start date for widows at Warnham via SO * A newsletter would be circulated about Mears shut down over Christmas. This would include an emergency number. Scaffold inspections would continue and an in depth clean would be carried out before the break. | **AM**  **AM**  **AM**  **AM**  **Mears** |
| **6** | **Business Plan Strategic Objectives**  The Board discussed the draft business plan objectives and allocated priorities and ownership.  The Board had a discussion about options for broadening involvement and Board membership. It was agreed that this would be picked up through the appraisal process and through a separate meeting.  **The Board agreed the strategic objectives, priorities and ownership as per the attached document.** | **Board** |
| **7** | **Leaseholder Service Charge Collection and Arrears Policy**  Members considered the report and policy. They agreed to amend further paragraph 2.4 to read  ‘We will seek to collect all service charges on the property before the end of January of each year, although in cases of hardship we will agree that payments must be made during the financial year in which they are due.’  **Members agreed the policy as amended.**  Members requested that SO try to set up a meeting with the Home Ownership team to consider roles and responsibilities. | **SO** |
| **8**  **8.1**  **8.2**  **8.3** | **Estate Directors Report**  Members noted the contents of the amended risk map. SO said that the next water tank inspection was due in December. Once the report was received RPPRMO staff would then check these against reality.  SO explained that Housing Association Right to Buy had been deferred until April 2018 at the earliest. This meant that the sale of high value property by councils would also not have to happen.  SO briefed members on a stabbing that had happened on the estate. He requested that any press contact be diverted to him  **Members agreed to hold a general meeting on 21 February to consider the draft Business Plan.**  **Members noted the contents of the report.** | **CC** |
| **9** | **Finance Report**  Members noted the contents of the report, with amendment being MS1 was present at both meetings. |  |
| **10**  **10.1**  **10.2**  **10.3**  **10.4**  **10.5** | **Any Other Business**  MS had attended Finance Committee and had found it very useful  MS reported again that there was a waste bin on its side at Hyperion House. SO agreed to had it moved  MS reported that mopeds were being improperly parked at Hyperion House. SO agreed to investigate  Members agreed to hold their meal on a Friday evening in January. MJ would circulate dates and potential venues  Members agreed to hold the next away day in April. MJ would circulate possible dates. SO would consider topics for discussion. | **SO**  **SO**  **MJ**  **MJ/SO** |
|  | **Date of Next Meeting – Tuesday 31 January @ 7pm**  *The meeting ended at 9.05pm* |  |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Consider vulnerable residents policy | TP/SO | Ongoing |
| Summary of NFTMO workshops to be given to MJ | MS1, AE & OI | Ongoing |
| Board Member’s Training Audit | MJ | November/December 2016 |
| Increase in Shareholder’s List | MJ & Board | 2017 - Ongoing |
| Update on major works | AM/SO | December 2016 |
| Dates for appraisals and planning for involvement | Board | January 2017 |
| Invite Home Ownership to Board meeting | SO | January 2017 |
| Check issues around bins and mopeds at Hyperion | SO | January 2017 |
| Dates/topic for Board Away Day | Chair & SO | January 2017 |
| Date Board Meal | MJ | December 2016 |

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

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