**Roupell Park Resident Management Organisation**

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

**PART A**

|  |  |  |
| --- | --- | --- |
|  |  | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Marcia Jones, Molly Sinclair (MS), Alieu Corneh(AC), Chris Weathers (CW), Edward Evans (EE), Sandra Yamoah (SY), Tom Parker (TP)  **Apologies**  Janet Nicholson  Alex Ekumah  **In Attendance**  Lisa Partleton – 31 Warnham  Oroh Akadihor – The Chair of RPYF, Harvey Smith, Kevin Ojinnaka, Magdalene Smith, Nathan Nyarko, Kristyn Nyrako – members of RP Youth Forum.  **Staff in Attendance**  Simon Oelman, Estate Director (SO)  Eva Christmas, Community Development Manager (EC) |  |
| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**   1. Applications for membership:   Estelle Christie - 73 Hyperion.  Lisa Partleton - 31 Warnham  These were agreed   1. There were no declarations of interest, fraud or hospitality |  |
| **3**  **3.1**  **3.2** | **Matters Arising from Minutes of Meeting held on 28 November 2017**  **The Minutes were AGREED as a true record.**  Action Points   1. Door Knocking – MJ had completed her allocated blocks. Process is ongoing 2. Parking on Estate – SO had met parking team. Whilst it was not possible to take over responsibility for the parking on the estate roads he had agreed for increased parking restrictions to ensure access of emergency vehicles. Residents would be consulted in due course. 3. MS(1) had chased the Council re waste disposal with no response. 4. Board training on ASB – SO to investigate possibility of opening up to all residents. 5. Improving lighting to communal areas had commenced 6. Scooter at Hyperion had been removed. 7. Paving Upper Tulse Hill had been completed. However this left the entrance to Hyperion for which we are responsible uneven. SO agreed to have re-laid. 8. Board Meal – date agreed for 23 February – Board members to confirm attendance to MS(1). 9. Christmas hampers – these had been delivered including to some vulnerable tenants. MS(1) expressed her disappointment that more members had not helped. Agreed to extend deliveries to more vulnerable tenants in 2018. | **Board**  **SO**  **SO**  **Board** |
| **4** | **Chair’s Report & Updates**   * There were no staff birthdays. * Board birthdays – Chris and Marcia. * Board appraisals to be organised. * Niki Onikosi had resigned from the Board. MS(1) has written. * 6 month review meeting had been held with client team. This had been very successful with main issues being delays in nominations by Council to empty properties and composition of Board in terms of mix between tenants and leaseholders. The Board did not consider this an issue given its strategic nature. * SO had circulated training dates – members were urged to attend | **MS(1)**  **Board** |
| **5** | **Summer Programme 2017 - Evaluation and Social Value Report**  EC introduced the report.   1. Outcomes central to measuring social value are built around RPRMO’s strategic aims:  * Getting People Together * Building Individual’s Capacity, and * Building Community Capacity.  1. The activities were spread out across all age groups. 2. Quantitative and qualitative data was been captured via self-completion surveys, with an open question at the end of each survey. 144 surveys were returned. 3. The approved budget for the Summer Programme activities was £7,500. The total cost of the programme amounted to £20,203 but the costs to RPRMO were limited to £6,502. RPRMO therefore paid for just over 32% of the cost of all activities. 4. The study shows that the 2017 Summer Programme engaged with 645 people, an increase of 115% over the 300 that attended in 2016. The cost per person in 2017 was £31.32, compared to £22 in 2016, an increase of 42.4%. However, the cost to RPRMO amounted to just £10.08 per person, a 45.8% saving over last year. 5. The evaluation demonstrates that RP achieved all of its social value outcomes and that the programme of summer activities was a resounding success. 6. EC raised specific concerns about the need for more survey returns from some activities to better monitor their success and also the need to attach monetary value to some activities. She also asked the Boars how they wished to be involved in the future. 7. Members of the Youth Forum gave their feedback on the programme. Their comments included the benefits of  * meeting more people * developing a leadership role * getting out and off the estate and doing new things with other people * People same age communicating * Bringing community together * Variety of age groups involved on an inclusive basis.  1. MJ agreed to let EC have comments in relation to changing the questions we ask. 2. Members expressed their thanks for the report and input from the Youth Forum 3. Members agreed that the Events Group and Youth Forum work together to develop the 2019 programme and ensure improved feedback. | **MJ**  **EC** |
| **6** | **Internal Audit Report and Action Plan**  SO highlighted that we had been given substantial assurance for the recently completed internal audit. He thanked Rosaleen Jones and Joy Miles for their assistance in the process.  The outcomes has been translated into an action plan. All items other than the production of the report on planned maintenance had been completed. This would come to the February meeting.  **Members agreed the audit action plan** |  |
| **7** | **Contract Award – CCTV installation and maintenance**   1. SO introduced the report.  * Five companies were invited to tender against the agreed specification - * Chroma Vision * IDIS * Openview * Stanley Solutions * Secom   All bar SECOM had returned tenders.   1. Analysis of the tenders showed Chroma Vision to be the lowest complaint tender. 2. SO also explained that the electrical installation work would be carried out by the RGE our term contractor. 3. Costs would be met from reserves 4. Members expressed their satisfaction that the matter was now progressing.   **The Board is agreed**   1. **To appoint Chroma Vision Ltd of Acorn House, Acorn Close, Five Oak Green, Tonbridge, Kent, TN12 6RH to install CCTV on the estate at a cost of £85,467.40 plus VAT.** 2. **To note that RGE would carry out the electrical installation at the provisional cost of £7150 plus VAT.** 3. **To agree that Chromavision are appointed to maintain the system for a period of 2 years at a cost of £3200 plus an option to extend by a further 2 years subject to satisfactory performance.** |  |
| **8** | **Health and Safety Policy**  SO explained that it was recognised that the H&S policy needed to be updated and that this had been picked up as part of the internal audit.  The new policy had been produced by Peninsular and agreed by the Council.  **Members agreed**   * **The Health and Safety General Policy statement** * **The Health and Safety Policy** |  |
| **9** | **Estate Directors Report**  SO introduced the report and highlighted   1. Agreement had been reached for the internal rectification works to be completed with inspections commencing in February and works in April. 2. The issue of slip hazards relating to the new flooring installed as part of the major works was outstanding. A meeting was to be held on 1 February. Members would be updated on the outcome. 3. The risk map had been updated to take into account the points above. 4. Door mats were being removed where this had not already happened and plant pots would be removed as needed. 5. Changes to polices arising from internal audit were noted (see decisions below)   **The Board are agreed:**   1. **To confirm that the limit for holding petty cash in the office is limited to £500** 2. **To agree that a minimum 3 years references are obtained for all new employees** |  |
| **10** | **AOB**   * **SO will be meeting tree team re future programme** * **CC to resolve issue of cabling to rear of Elstead** * **SO to look at options for removing Sky dishes** * **NFTMO conference to be held in Blackpool at end of June** * **CC to examine telephone wires rear** * **CC to contact AC re pigeon fouling** | **SO**  **CC**  **SO**  **CC**  **CC** |
| **11** | **DONM – 27 Feb 2018** |  |

|  |  |  |
| --- | --- | --- |
| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Training re ASB. Examine options re training for wider resident group** | **SO** |  |
| 1. **Paving entrance to Hyperion House** | **CC** | **February 2018** |
| 1. **Board meal – members to confirm availability** | **Board** | **February 2018** |
| 1. **Board Appraisals** | **MS(1)** | **March 2018** |
| 1. **Comments to EC re questionnaire** | **MJ** | **February 2018** |
| 1. **Summer Programme 2018** | **EC** | **March 2018** |
| 1. **Tree Pruning** | **SO** | **TBA** |
| 1. **Wires rear Elstead** | **CC** | **February 2018** |
| 1. **Wires rear Hyperion** | **CC** | **February 2018** |
| 1. **Sky Dish Removal** | **SO** | **Ongoing** |
| 1. **Pigeon Fouling** | **CC** | **February 2018** |

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

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