**Roupell Park Resident Management Organisation**

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

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| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Eddie Andrews (EA), Marcia Jones (MJ), Agnes Nyuma (AN) Chris Weathers (CW), Alieu Corneh  **Apologies** –Janet Nicolson Molly Sinclair  **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.  Members were reminded to complete and return their new declarations of interest, code of confidentiality and code of conduct | **Board** |
| **3**  **3.1**  **3.2** | **Matters Arising from Minutes of Meeting held on 30 October 2018**  Accuracy  Marcia Jones name should be removed from the apologies. With that amendment the minutes were agreed as a correct record.  Action Points   1. Training re ASB. Carry Forward 2. Board Appraisals – MS (1) to complete writing up. |  |
| **4**  **4.1**  **4.2**  **4.3**  **4.4**  **4.5**  **4.6**  **4.7** | **Chairs Report**  Birthdays – Robert Jones and Peter Chang  Letter sent to Tom thanking him for his work as a Board member. He has said he will continue to participate in other activities  Betty Thompsons Funeral had been held on 23 November and had been well attended. A plaque had been put up in office and a rose would be planted in the office garden  Election of Secretary deferred. MJ to send hand over notes to EA  OAP hamper list needs some changes. MS(1) will lead. CW offered to help and MJ apologised that she would be unable to do so this year.  MS (1) reported that Molly had been very ill as had her husband John. The Board wished her well.  MJ reported that she had given notice that she would be standing down at the next AGM | MS(1) |
| **5**  **5.1**  **5.2**  **5.3** | **Extension of CCTV system**  SO introduced the report. He explained that the system was operating well and that had been used on a number of occasions by the staff and police. However a number of blind spots had been identified which needed to be filled to improve its effectiveness.  SO was asked if it was possible to recharge outside agencies for viewing footage. He explained that he could not charge the police but was charging an admin fee of £50 to others.  **The Board agreed**  **1. To appoint Chroma Vision Ltd of Acorn House, Acorn Close, Five Oak Green, Tonbridge, Kent, TN12 6RH to extend the existing CCTV system by a total of 8 cameras at a cost of £38,225 plus VAT to be funded from surpluses.**  **2. To waive standing orders to allow us to use the existing provider without going through a tendering exercise.**  **3. To agree to make an allowance of £5k for electrical installation costs. This work will be carried out by RGE Ltd our term contractors who would be doing the installations on behalf Chroma Vision.** |  |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6**  **6.7**  **6.8**  **6.9** | **Self-Financing – next steps**  SO Introduced the report.  He reported that 73.1% of residents voting supported for moving towards self-financing on a 47.1% turn out.  After discussion the Board agreed that this gave RPRMO a mandate to take forward the proposal to the next stage, although it was important to note that this did not mean that the proposal would definitely go ahead.  The Board emphasised that ongoing communications with residents was key in the process and that it was crucial to get more people to understand the proposal. This needed to be completely transparent in line with the organisations underlying values. It was felt that this could be done most effectively through presenting a series of scenarios to residents setting out what would or wouldn’t happen in a number of circumstances both under the existing arrangements and under self-financing.  AC also emphasised the need for effective due diligence to be carried out.  It was suggested that Leather Market be invited to the next open meeting in February. SO would liaise with LM to get a possible date.  The Board also requested that we try to find someone to advise who had been involved in the LM process. It was also agreed that the Board should seek to recruit an independent Board member in relation to R&M to help to oversee the stock condition process.  The Board also emphasised the need for ongoing training.  **The Board agreed to -**   * **Note the outcome of the test of opinion** * **To progress the project in the light of the outcome** * **To proceed appoint PPCR associates and Liz Michael Community Consultancy Ltd to work with the estate director on progressing the project with costs to be restricted to the total budget of £50k already agreed.** * **To note the project plan and risk map.** * **To agree to hold a general meeting in February to update residents on the progress of the project.** |  |
| **7**  **7.1**  **7.2** | **Estate Directors Report**  SO introduced the report. He highlighted a number of areas   * Works on internal rectification had commenced but there remained uncertainty about when plumbing works would commence. It was however anticipated that all work would be completed by the end of March 2019. * The defects period in relation to the external works was about to close. However the issues around slip hazards on the walkways had not been resolved * There was no further information on possible capital works 2019/20 * Surveys of water tanks had shown extensive corrosion. This had been referred to the Council’s capital team. 3 new risks had been added to the corporate risk map. * SF had been signed off until the end of December.   **The Board noted the contents of the report** |  |
| **8**  **8.1** | **Business Plan Progress Report**  **The Board noted progress against the Business Plan** |  |
| **9**  **9.1**  **9.2** | **Performance Update**  SO introduced the report. He highlighted   * That despite the impact of Universal Credit the arrears figures were on track * Relet times were behind target. There had been a particular problem with one void where the electrical certificate had not been returned by the contractor on time. This had been addressed. The Board requested that this area of performance should be prioritised * Complaints performance now met agreed targets * Whilst we were meeting Lambeth targets in relation to tenancy checks we were behind against our local target. This was due to staff absences but this should be met by the end of the year.   **Members noted the report** | **SO** |
| **10**  **10.1**  **10.2**  **10.3**  **10.4**  **10.5**  **10.6** | **AOB**  Board dinner – 18 or 25 Jan. MJ to circulate details  MJ asked if complements could be highlighted on the website. SO agreed to review  CW reported that Sky Q can ­­­­­be installed without accessing roof by adding an additional GTU unit  EA highlighted an issue around water penetration. SO agreed to investigate  AC raised the issues of fire extinguishers fitted on the estate. SO explained that these had been removed by the office and that he was awaiting a report from the Council.  SO informed the meeting that he was awaiting quotes in relation to the new football pitch. | **MJ**  **SO** |
|  | **DONM**  **29 January 2019 at 7.00** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Training re ASB. Examine options re training for wider resident group** | **SO** | **Carry Forward** |
| 1. **Board Appraisals** | **MS(1)** | **Ongoing** |
| 1. **Declaration of interest forms etc to be completed** | **Board** | **Jan 19** |
| 1. **Pass hand over notes to EA** | **MJ** | **Jan 19** |

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

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