**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 26 November 2019, at 7pm at Roupell Park Community Centre**

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|  | **PART A** | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), (AE), Molly Sinclair (MS), (EA), Amanda Knopp (AK), Farahia Ahmed (FA), Agnes Nyuma: Secretary (AN)  **Apologies** – Eddie Andrews, Janet Nicholson  **Staff in Attendance**  Simon Oelman (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**  **3.3** | **Matters Arising from Minutes of Meeting held on 29 October 2019**  **The Minutes were agreed as a true record**  **Matters Arising**  The meeting agreed that preparations for the National Food day should be brought forward because of the level of planning required.  The Chair reminded members to return their appraisal forms. | **EC**  **All** |
| **4**  **4.1**  **4.2** | **Chairs Report**  Staff Birthdays – Robert Jones, Peter Chang, Steve Fagan  The Chair reported that she had a list of 78 people for this year’s Christmas hamper. She would require help with shopping, preparation and distribution. MS suggested that the Youth Forum should help. The Chair agreed to take this forward. |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7** | **Business Plan 2020/23 – Strategic Objectives**  SO introduced the report. He reminded members that as part of the production of the new business plan for 2020/23 the Board needed to agree their strategic objectives for the period of the plan.  SO had circulated a draft for discussion. He said that staff had also considered this at their away day and their ideas were included in the draft. Any further ideas should be submitted to him by the end of January.  He said that the objectives has been drawn up in line with the three overarching objectives   * Delivering high quality homes and services * Making our business stronger for the future * Building a strong and cohesive community   The objectives would then be translated into the action plan to be monitored by the Board.  He emphasised a number of new objectives in line with the discussions at the away day in relation to extending resident control and ownership of services. He also highlighted   * The need to get information about stock condition from the Council * Greening the estate including providing and encouraging planters and hanging baskets * Taking on a property management function for leaseholders * Retendering repairs contracts to ensure that social impact and input were key factors in awarding them * Involving young people * If the Board were to receive incentives for membership that this must be linked to attendance and training * Developing partnerships to deal with deprivation and poverty   Members welcomed the draft and commented that if planters etc were to be provided we needed to ensure that they were maintained.  **Members agreed the strategic objectives for inclusion in the business plan 2020/23.** |  |
| **6**  **6.1**  **6.2**  **6.3** | **Business Plan 2020/23 – Use of surpluses**  SO introduced the report. He reminded members that whilst the Board could make recommendation about the use of surpluses that was an area of expenditure that must be approved by the membership.  He suggested that the Board recommend -   1. Funding balance of the cost for the upgrade of the football pitch once grants have been received – Maximum £70k 2. Upgrading lighting in areas particularly prone to fly tipping – Maximum £20k 3. Repair and decoration of bin stores – Maximum £20k 4. Fencing/Boundary Hyperion House to Summers Road – Maximum £20k 5. Building planters for use by residents and RPRMO to enhance the look and feel of the estate   **After discussion Members agreed the suggestions for the use of surpluses for inclusion in the business plan 2020/23.** |  |
| **7**  **7.1** | **ED Report**  SO introduced the report. He highlighted   * Issues around internal rectifications remained outstanding. * Costs had been received for the lift replacement programme and that S20 consultation would be issued. * There were issues around the works to balustrades to the communal walkways and the balcony surfaces arising from the external works programme. A meeting had been arranged and the Board would be updated. This could affect any leaseholder challenge in relation to the major works bills. * The risk map had been updated to include two new risks in relation to Brexit. These had been omitted from the summary which would be updated for the next meeting. * There was a delay in recruiting the apprentice. * SO gave a staffing update in relation to PK. * A meeting with the Director of Housing had been arranged where he would raise all outstanding issues.   SO explained that only one tender had been returned in to the audit function from Kreston Reeves. However he believed that this was of a good quality and that we had received excellent service in the past. He therefore recommended that Kreston Reeves be appointed as the RPRMO auditor.  **The Board are requested agreed to:**   * **Reappointment Kreston Reeves as the RPRMO auditor for the period of 3 years, with the option to increase by a further 2 years subject to satisfactory performance.** * **Note the contents of the report.** |  |
|  | **Award of Grounds Maintenance Contract**  SO introduced the report. He explained that the existing contract had come to an end and that it had therefore been retendered.  Invitations had been sent to 6 contractors but only two had returned bids, Pinnacle PSG our existing contactor and Zing Clean.  A panel of MS (1), OI, STG and SO had assessed the bids and had all agreed that Pinnacle PSG be awarded the contract.  However the panel were unanimous in feeling that we needed to see a firm input in relation to added value and community involvement in addition to the quality of the service provided. They therefore requested that a pre-contact meeting is held stressing RPRMO’s expectations in this respect and that a quarterly report should be submitted to the Board.  **The Board are agreed to**   * **Award the Roupell Park Grounds Maintenance contract** * **That the contract term be 3 years plus the option to extend by a further 2 subject to satisfactory performance** * **The contract price of £14,000 pa plus VAT** * **That a pre contract meeting is held to emphasise our expectations in relation to Pinnacle’s input in relation to added value and community development and that a quarterly report is submitted to the Board.** | **SO** |
| **8**  **8.1** | **Finance Matters**  The Board noted the report |  |
| **9**  **9.1** | **AOB**  SO reported that from April water rates would no longer be collected as part of the rent and that tenants would need to pay water charges direct to Thames Water. TW would write to all tenants.  It was noted that this already applied to leaseholders.  **DONM 28 January 2020 AT 7.00PM** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals** | **MS(1)** | **Jan 2020** |
| **2. National Food Day** | **EC** | **Jan 2020** |
| **3. Microwave for RPCC** | **RJ** | **Jan 2020** |
| **4. Meeting Pinnacle** | **SO** | **Jan 2020** |

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

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