

# Roupell Park

Resident Management Organisation Ltd

Working together to provide high quality homes  
and create a fair, strong and sustainable community



## Roupell Park Resident Management Organisation

### Minutes of Board Meeting Tuesday 29 October 2019, at 7pm at Roupell Park Community Centre

	<b>PART A</b>	Action
<b>1</b>	<p><b>Members Present:</b></p> <p>Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), (AE), Molly Sinclair (MS), (EA), Amanda Knopp (AK), Faharia Ahmed (FA)</p> <p><b>Apologies</b> – Agnes Nyuma, Alieu Corneh, Sandra Yamoah, Alex Ekumah, Eddie Andrews, Janet Nicholson</p> <p><b>Staff in Attendance</b></p> <p>Simon Oelman (SO), Jeanette Worsfold (Resident) Idham Ramadi (Client team).</p>	
<b>2</b>	<p><b>Declaration of Interest, Fraud, Gifts &amp; Hospitalities; New Shareholder Certificates</b></p> <p>There were no declarations of interest, fraud, gifts, hospitality or any new share certificates.</p>	
<b>3</b>	<p><b>Matters Arising from Minutes of Meeting held on 24 September 2019</b></p>	
<b>3.1</b>	<p><b>The Minutes were agreed as a true record</b></p>	



<b>3.2</b>	<b>Matters Arising</b>	
	MS1 to complete appraisals with new Board in January.	<b>MS (1)</b>
<b>3.3</b>	Dates to be arranged.	
	MS1 to circulate her notes from the NFTMO conference	<b>MS(1)</b>
<b>4</b>	<b>Chairs Report</b>	
<b>4.1</b>	Staff Birthdays – Eva Christmas, Alex Kosin, Jeanette	
<b>4.2</b>	Worsfold	
	The Chair reported that Alieu was still having problems with his broken leg, but hoped to attend the next meeting. The Board sent their best wishes.	
<b>5</b>	<b>Business Plan 2020/23 – Achievements and Action Plan Update 2017/20</b>	
<b>5.1</b>	SO introduced the report. He reminded members that as part of the production of the new business plan for 2010/23 the Board needed to agree the major achievements for inclusion, along with the completed action plan for 2017/20.	
<b>5.2</b>	SO had circulated the action plan update and a draft for inclusion in the plan. He said that staff had also considered this at their away day and their ideas would also be included in the final draft.	
<b>5.3</b>	He said that we have met half of the 50 targets set in full and with all but 5 have been met in part or were ongoing activities.	
<b>5.4</b>	The following targets have not been met	



	<ul style="list-style-type: none"><li>• Works in relation to the rectification of defects relating the kitchen and bathroom works carried out by Wates. Members are aware that discussions are ongoing with the Council about this.</li><li>• Targets in relation to the makeup of the Board and membership. This was discussed in detail at the away day and will need to be reconsidered as part of the new business plan as to whether they are now relevant.</li><li>• We have not been fully successful on delivering stay and play facilities for under fives. Whilst we have run them successfully over the period of the plan, they have also ceased when volunteers have had other commitments. However this has included where they have found employment or have entered training, partly on the basis of the work experience gained.</li></ul>	
5.5	SO said that members were welcome to submit comments or suggestions in relation to the draft achievements.	
5.6	<b>Members agreed the draft achievements and business plan update for inclusion in the business plan 2020/23.</b>	
6	<b>Policy Review</b>	
6.1	The policy relating to Travel and Subsistence required review.	
6.2	SO reminded the Board that the policy also applied to them.	



6.3	<b>Members agreed Travel and Subsistence policy.</b>	
7 7.1	<b>ED Report</b> SO introduced the report. He highlighted <ul style="list-style-type: none"><li>• Issues around internal rectifications remained outstanding. If they were not resolved the Board agreed that this would need to be escalated to Councillors and Senior Managers.</li><li>• There was no news on the lift refurbishment programme.</li><li>• SO was in discussion regarding running training in gardening on the estate. 2 places would be reserved for residents. There would be community engagement in the design process and he would be seeking funding in collaboration with partners to deliver them.</li><li>• There was a delay in recruiting the apprentice.</li><li>• SO gave a staffing update in relation to PK.</li><li>• SO had achieved a significant reduction in the requested cost increase by MPS.</li><li>• The grounds maintenance contract was out to tender. This was written to be organic and to take into account residents adopting some areas.</li><li>• The Board was requested to nominate members .to help to assess the bid.</li></ul>	<b>SO</b>

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<b>7.2</b>	<b>The Board nominated MS (1), OI and AK to assess the bid and noted the contents of the report</b>	<b>SO</b>
<b>8</b>	<b>Away Day Feedback</b>	
<b>8.1</b>	Members noted the action plan and notes the away day. They noted that the attendance was not as great should have been the case but that it had been a success.	
<b>8.2</b>	A joint Board/staff away day would be organised for the Spring	
<b>9</b>	<b>AOB</b>	
<b>9.1</b>	<ul style="list-style-type: none"><li>• MS requested that the bike attached to the railings at Hyperion House was removed</li><li>• It was noted that the power sockets in the kitchen of RPCC were not working and needed to be repaired</li><li>• FA suggested that a national food day be arranged in the spring.</li><li>• The rear corridor to RPCC needed to be tidied and the fire escape kept clear.</li><li>• SO was asked to investigate providing a microwave in RPCC</li><li>• MS (1) requested copy of vulnerable list. OAP's over 70</li></ul>	<b>CC</b> <b>SO</b> <b>EC</b> <b>EC</b> <b>RJ</b> <b>STG</b>
	<b>DONM 26 November 2019 AT 7.00PM</b>	

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<b>ACTION POINTS</b>	<b>TASKED TO</b>	<b>DEADLINE (IF APPLICABLE)</b>
<b>1. Board Appraisals</b>	<b>MS(1)</b>	<b>By end January</b>
<b>2. Bike removed from railings</b>	<b>CC</b>	<b>November</b>
<b>3. Socket repair to RPCC</b>	<b>SO</b>	<b>Immediate</b>
<b>4. National Food Day</b>	<b>EC</b>	<b>April 2020</b>
<b>5. Rear Corridor RPCC</b>	<b>EC</b>	<b>Immediate</b>
<b>6. Microwave for RPCC</b>	<b>RJ</b>	<b>November</b>
<b>7. Vulnerable List</b>	<b>STG</b>	<b>Immediate</b>

Chair's Signature: ..... Date: .....

Secretary's Signature: .....