

**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 27 September 2016, at Roupell Park Community Centre**

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| **1** | **Members Present:**  Mary Simpson (MS1), Chair; Oni Idigu (OI), Treasurer; Marcia Jones (MJ) Secretary; Chris Weathers (CW); Molly Sinclair(MS2); Alieu Corneh (AC); Alex Ekumah (AE) & Alex Tsergas (AT).  **Apologies**  Tom Parker  Simon Oelman, Estate Director,  **Staff in Attendance**  Colin Carnegie, Maintenance Manager  Joy Miles, Finance Manager  Eva Christmas, Community Development Manager |  |
| **2**  **2.1**  **2.2**  **2.3**  **2.4**  **2.5** | **Matters Arising from Minutes of Meeting held on 26 July 2016**  There were no amendments or matters arising from the Minutes, which were agreed as a true record.  Action Points  It was agreed that the following Actions to be carried over to the October  meeting:  Recruitment of Independent Board Member: The Secretary had emailed a previous candidate and would report back to Officers.  Vulnerable Resident’s Policy: In the absence of both TP and SO, there were no updates on this.  NFTMO Reports  3 reports were still outstanding and the Secretary had given an additional 4th deadline.  Revised dates for Finance Committee Meetings  These had now been revised and circulated to Board Members.  Quality of Estate Cleaning  This is an ongoing issue and was addressed briefly by CC later on the Agenda.  Members to return Monitoring Forms  The Secretary advised that all forms had now been received. | **MS1/OI/MJ**  **SO & TP**  **MJ**  **SO & JM**  **SO/CC**  **MJ** |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  a) There were no declarations.  b) No new applications for membership had been received.  c) There were no declarations of Fraud, Gifts or Hospitalities |  |
| **4**  **4.1**  **4.2**  **4.3**  **4.4**  **4.5** | **Chair’s Action & Updates**  AGM 2016  Chair spoke of the positive success of the recent AGM held on 13.9.2016. One particular area of concern raised from residents was that the prostitution activity in and around the estate had increased and how residents could pro-actively respond out of hours.  CC added to this item that there was a plan to send information from the Office to all residents regarding who to contact, including how to contact the Police to make any official complaint.  Congratulations were extended to MS on her recent Lambeth award. EC would show photos to MS.  Board Members Attending Finance-Sub  Chair advised that since the release of the revised Finance-Sub dates, no additional Board members had volunteered to attend. The decision was made to nominate a Member to attend. Molly Sinclair (MS) would attend the next meeting on 8.11.16  Succession Planning  Chair reported from our Rules that we need to incorporate succession planning and adopt “Deputy Officers”. An explanation was given on the deputy roles and an option given for the shadowing of the roles.  Shadowing roles were agreed with timeframes:  CW – would shadow the Chair – time to be agreed mutually  AC – would shadow all Officers – time to be agreed mutually  Re-Election of Officers  The chair thanked everyone for their support for the last year and explained that although her tenure had come to an end along with that of the treasurer, both were re-elected for another term. At this point the chair stood down and hand the meeting over to the secretary for the election of the chair.  MS1 was nominated as chair with no objections. The meeting was handed over to the chair who presided over the remainder of the meeting including the election of the remaining 2 officer positions.  MJ & OI were elected as Secretary and Treasurer respectively with no objections.  Away Day Opportunity  Chair advised that she was asked by Liz Michael to speak at a future Away Day for Cowley Estate on 4.11.16. The day would be held out of London. | **MS1**  **EC** |
| **5** | **Signing of Declarations of Interest, Code of Confidentiality and Code of Conduct**  Chair co-ordinated and received signed copies of all the above. There were 2 Members with outstanding forms. Secretary asked these to be submitted to the Office before the next meeting. | **SO/MS1 & MJ** |
| **6** | **Fun Day Assessment**  EC spoke on the report and Appendices previously circulated. Members who attended felt that the day overall was excellent, with good attendance. EC highlighted the following:   * TTC’s report suggested that an overall statement from RPMO was needed and that this 1st report could be used as a benchmark. * The report needed to include homework club, football and Senior citizen's coffee morning.   Further discussions and comments on the way forward took place.   * 21 potential volunteers had expressed an interest in the planning for 2017 and the committee would meet towards the end of November. CW and MS1 had agreed to join the planning committee also.   The Board thanked EC, staff and stakeholders for their time, energy and investment on the day. Positive comments and feedback were also made about the reports, including the financial element. It was also noted that more Board participation would be required for 2017 fun day. | **EC** |
| **7** | **Finance Report**  JM briefly spoke on this item. There were no comments or feedback from Board Members. The Chair thanked JM for her reports and the diligence of her continued work with the ED on RP’s financial stability. | **JM** |
| **8**  **8.1**  **8.2**  **8.3**  **8.4**  **8.5** | **FOR INFORMATION**  **Estate Director’s Report**  LHS Internal Works  CC updated Board members on this item and the ongoing issues with Wates, who were given a final deadline of 30.9.16 to respond.  Some Members raised their continued concerns about drilling by some of Mears contractors before 8am. CC to follow up these issues of noise pollution on certain blocks  Obstructive/nuisance parking had become a concern for some residents. CC would speak to Mears contractors again about this.  Other issues discussed:   * Contractors were not to use any lifts and notices were placed on all lift doors. * Welfare facilities. * A few Members raised their concerns that some Mears contractors possibly were consuming alcohol. There were reports that there were empty beer cans visible at the end of and sometimes at the beginning of the working day. CC would investigate this.   Risk map 9  Brief discussion about the water tanks.  AOB  Secretary and CW raised issues of AOB which had escalated over the summer. Brief discussions proposing that prior to each school holiday that mail shots be sent to all residents reminding them of their responsibility regarding their visitors & children/young people’s behaviour.  Leith House  CC made Board aware of the recent heightened situations at Leith House, which is not managed by RP. This was in hand and was continually being monitored.  Staff & Board Away Day  CC briefly discussed the next Staff away day and training on DLO in October.  Further discussions on the next Board Away Day. Overall majority felt Saturday's was the best day, post-Christmas. Secretary suggested that AE to email his dates to Chair asap. | **CC** |
| **9**  **9.1** | **Any Other Business**  Controlled Parking Zone (CPZ)  CC spoke on this item. RPRMO undertake controlled parking as per the MMA.  The Chair was clear that we wanted to keep Controlled Parking within RPRMO and not to join the Lambeth CPZ.  Further information was required from Lambeth regarding the CPZ as we had no control over the roads only the bays. Further updates would be provided to the Board when updated clarification was received from Lambeth.    **The Chair thanked all Staff in attendance for their reports and contributions to tonight’s meeting.** |  |
| **10** | **Date of Next Meeting**  **Tuesday 25 October @ 7pm**  *The meeting ended at 8.50pm* |  |

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| **ACTION** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| Consider vulnerable residents policy | TP/SO | Autumn 2016 |
| Quality of cleaning to be raised with Mears | SO | Ongoing |
| Summary of NFTMO workshops to be given to MJ | MS1, AE & OI | Immediate |
| Board Member’s Training Audit | MJ | End of October 2016 |
| Increase in Shareholder’s List | MJ | Ongoing |
| Invitation to Lambeth Councillors to October Board | MJ | 1.10.16 |

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

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