

WATLING GARDENS TMO LIMITED
Management Agreement Meeting
Wednesday 4th Dec 2013

Present: Paul Anderson, Kieran Bradley, Saqiba , Peter McCauley, Pauline Fell, Jeanette Ahearne, ClaudiaPerez,Eng Chew,Peter Mc.
Apologies: Geraldine Keady, Wily Walsh, Paula Mackmurdie, Zara Newton
Chaired By: Kieran Bradley
Recorded By: Anisha Wadhvani

Item	Description
1.	Kieran opened the meeting. He welcomed and thanked everyone for attending.
2.	<p><u>Purpose of the Meeting</u> Paul explained that he will be going through the draft version of the management agreement and board members will vote by agreeing Yes/No/Need to discuss.</p>
III. Chapter 1.	<p><u>Draft Version of Management Agreement</u> General Provisions of the Agreement (a) Clause 5 Option A Starting Date - YES (b) Clause 7.1 and 7.3 Insurance Inclusions same as old version- YES (c) Clause 13.3 Conflict of Interest. Added for clarity - YES</p>
Chapter 2.	<p>Repairs, Maintenance and Service Provision (a) Clause 1 TMO Repair Functions Option B - YES (b) Clause 2 Option B Councils Repair Functions - YES (c) Clause 6 Option A Major Works. - YES (d) Clause 9 Option C Repairs covered by councils insurance - YES (e) Clause 10 Option B Provision of Estate Services. - YES</p>
Chapter 3.	<p>Rent including tenant service charges (a) Clause 2 Option A Rent Collection. - YES (b) Clause 3 Option E Rent Arrears - YES (c) Clause 4 Option C Arrears at Starting Date - YES (d) Clause 5 Option A. Former Tenants Arrears - YES (e) Clause 6 Option A Housing Benefit - Need further advise, to be chased by Paul. (f) Clause 8 Option A Notification of Rent Changes - YES (g) Clause 9 Option A. Payment of Rent Due. - YES (h) Clause 10 Voids Allowances - Further advice (i) Clause 11. Bad Debts. - Further advice (j) Clause 12. Voids Waivers. - Further advice</p>

Chapter 4.	<p>Leaseholder and Freeholder service charges</p> <p>(a) Clause 3 Option A. Service charges - YES</p> <p>(b) Clause 4 Option A. Ground Rents - YES</p> <p>(c) Clause 5 Option A. Arrears - YES</p> <p>(d) Clause 6 Option C. Consultation Provisions - Paul to send the letters to leaseholders re leaseholder issues in management decisions.</p> <p>(e) Clause 9 Option A. Payment of Service Charges - YES</p>
Chapter 5.	<p>Financial Management</p> <p>(a) Clause 2 Option B Payment of Allowances - YES</p> <p>(b) Clause 3 Option B Payment of Management Costs. - YES</p> <p>(c) Clause 4 Option B Banking Arrangements. - YES</p> <p>(d) Clause 8 Option B Reserve Funds. - YES</p> <p>(e) Clause 9 Option A Major Works Account. - YES</p> <p>(f) Clause 10 Option B Financial Report - YES</p> <p>(g) Clause 12 Option B Interest on Late Payments - YES</p> <p>(h) Clause 13 Option B Set off Payments - YES</p>
Chapter 6.	<p>Tenancy Management</p> <p>(a) Clause 3 Selection of Tenants - Paul to chase for further advise</p> <p>(b) Clause 4 Option A Transfers - YES</p> <p>(c) Clause 5 Option C Introductory Tenancies - YES</p> <p>(d) Clause 6 Option B Variations to Tenancy Agreements - YES</p> <p>(e) Clause 7 Option B Breach of Tenancy - YES</p> <p>(f) Clause 8 Option B Anti Social Behaviour - YES</p> <p>(g) Clause 9 Option B Residents Disputes - YES</p> <p>(h) Clause 10 Option C. Unlawful Occupation - YES</p> <p>(i) Clause 11 Option B Void Dwellings - YES</p> <p>(j) Clause 12 Option A Right to Exchange - YES</p> <p>(k) Clause 13 Option B Right yo Assign - YES</p> <p>(l) Clause 14 Option B Applications to Sublet. - YES</p> <p>(m) Clause 15 Option B Right to Succession - YES</p> <p>(n) Clause 17 - Paul needs some clarifications</p> <p>(o) Clause 18 Option A RTB Enquiries - YES</p>
Chapter 7.	<p>Staffing and Management of the Coop and council</p> <p>(a) Clause 2 TUPE does not apply - YES</p> <p>(b) Clause 3 Secondment of Council Staff. - YES</p> <p>(c) Option 4 Option A Employment of Contractors - YES</p> <p>(d) Clause 8 Option A Councils Nomination Rights - YES</p> <p>(e) Clause 15 Option A Statutory Consultation - YES</p> <p>(f) Clause 18 Option 1 - YES</p> <p>8. Performance, Monitoring and Reviewing of Standards No Choices in this Chapter</p> <p>9. Definitions of Terms No Choices in this Chapter</p>

IV.

Any Other Business

1. Once the doubts are clarified, Paul will get back to board members.
2. It was clarified that the Christmas dinner for Board members is decided for 20th Dec 2013 at 6:00 to 08:45 pm
3. Paul will be sending out flyers for children's party once it's finalised.
4. Next meeting is on 29th Jan 2014, last Wednesday of the month.