

WATLING GARDENS TMO LIMITED

Board Meeting

Wednesday 27 February 2013

7.30 – 9 pm

Minutes

Location: Community Hall (Block C)
Present: Paul Anderson (Manager), Kieran Bradley (Chairman), Pauline Fell, Claudia Perez, Mrs Mahood, Peter McCauley, Eng Chew and Jiba Choudhury
Apologies: Ray Wells and Geraldine Keady
Chaired By: Kieran Bradley
Recorded By: Jackie Blake

Item	Description	Action
1	<p><u>Welcome & Apologies</u> Kieran welcomed the Board, and asked if there were any declarations of personal interest.</p>	
2	<p><u>Minutes of Last Board Meeting 30.01.13</u> Paul asked the Board for the Confidentiality Agreements to be signed and returned. Manager's Report - Paul said he had written to the residents affected by the forthcoming benefit changes. There are 5 voids. Capital Works – Paul said he had spoken to Sean who thinks that they are going ahead, perhaps at the end of February; the work is to be funded by British Gas but has to be signed off by the Council. Kieran said he now had a laptop and printer. The Minutes were proposed by Peter and seconded by Pauline.</p>	
3	<p><u>Finance Reports</u> Pauline referred to 'Consultancy and Professional' and the high cost. Paul said it was mainly Adrian's fee and explained his role. Pauline suggested that Adrian should train Girish, Paul said that Girish would not have the time as he only worked one day per week. Discussion followed. Paul referred to the draft budget consisting of 3 pages, pointing out he had made notes on the back, he said it was not sustainable year after year, it was a budget based on what the TMO were receiving at the moment. Kieran said that he and Paul had already had a meeting with Brent Partnership with regard to renegotiating the budget, as there had been no rise in income for about 10 years. It was hoped that by the end of the year a raise in allowance would be renegotiated.</p>	

	<p>Pauline asked about the figure for telephones. Paul said the figure had dropped by about 1k. Kieran suggested staff should telephone home numbers first before mobiles.</p> <p>Pauline queried the figures for 'Consultancy and Professional'. Paul said he was planning to hire a consultant to help with negotiation for the management allowances, had interviewed someone called Greg and would like to use him as an advisor, and is just waiting for his CV. He is a partner in a company, and has been part of co-operative housing for 30 years or so, and is very experienced.</p> <p>There was a majority vote to pass the draft budget.</p>	Majority
4	<p><u>Finance Policy and Procedures</u></p> <p>Paul said that he had re-drafted the Finance Policy and Procedures. Item 2.3 is to be omitted. It was decided to take it forward to the next meeting for discussion.</p>	
5	<p><u>Manager's Report</u></p> <p>Paul went through the Manager's Report. Kieran asked about the website. Paul said he hoped to add a few more things to it by the end of March.</p> <p>Pauline queried what 'New Starters' meant. Paul said the Auditors reviewed personnel files and on a couple of them, letters were not written, but in future it would be done.</p> <p>Kieran asked about Wing Security, and Paul said the Contract had been signed commencing from 1st April.</p> <p>Pauline said that large costs of works were being put onto Leaseholders. Paul said there is something called ECO – Energy Company Obligation which includes windows, roofing, heating, and cladding which is free for Leaseholders. The fire safety works also come free. The cost of the doors would cost up to 1k, and Paul said that this needed to be looked into.</p> <p>It was suggested that an email contact list for Leaseholders should be drawn up.</p> <p>Claudia brought up difficulty in parking for a disabled neighbour. Kieran suggested that Claudia accompany the neighbour to the office. There would be no difficulty in creating a parking bay for disabled parking.</p> <p>Equality and Diversity – Kieran referred to the item on TMO Members, and said that he would like to see an induction pack for new people on the estate to explain about the TMO. Paul said that</p> <p>there was the website and he was putting together a Tenant's</p>	

	<p>Handbook. Pauline said there was nowhere to say that new tenants had to join as a TMO member, tenants would probably think they are automatic members.</p> <p>Claudia is to liaise with Paul to set up a Leaseholders meeting.</p> <p>Paul said that there needs to be a General Meeting in March to approve the budget.</p>	
6	<p><u>NFTMO</u> Kieran said a course was being held in June in Stratford on Avon, and again asked for people to attend. Eng said he was interested in attending. Peter was asked but said he would like to attend a few more TMO meetings to familiarise himself. Pauline said a lot could be picked up from the meetings by talking to people.</p>	
7	<p><u>AOB</u> Paul will notify everyone of the date of the forthcoming General Meeting.</p>	