

WATLING GARDENS TMO LIMITED

Board Meeting

Wednesday 26th June 2013

7:30pm – 9:00pm

Location: Community Hall (Block C)
Present: Paul Anderson (Manager)
Kieran Bradley (Chair)
Pauline Fell
Claudia Perez
Peter McCauley
Ray Wells (Vice Chair)
Geraldine Keady
Eng Chew
Willy Walsh
Zara Newton (Secretary)
Jeanette Ahearne

Apologies: Saquiba Mahmood
Stuart Leveridge

Absences: Jiba Choudhury

Meeting commenced 7:30pm.

Item	Description	Action
1	<u>Welcome & Apologies</u> Apologies from Sauiba Mahmood and Stuart Leveridge were received.	
2	<u>Declarations of Interest</u> Two existing Board members; Ms Assimah and Mr Sheen; haven't attended for 6 months therefore have the Board have accepted their effective resignation (as per the Rules of Watling Gardens TMO).	
3	<u>Minutes of Last Board Meeting held on 15th May 2013</u> Accuracy of minutes proposed by Pauline Fell and seconded by Peter McCauley. The Board unanimously agree the minutes.	
4	<u>Matters Arising</u> None	

<p>5</p>	<p><u>Finance Reports for April</u></p> <p>Board requests that Paul Anderson numbers the pages moving forward.</p> <p>Peter McCauley – enquires why the first column displays zero for the Aerial Funded Estate Improvements.</p> <p>Board is still looking for a treasurer and the current Kilburn Square Treasurer has offered to stand in. Paul Anderson feels that this would be a good option; however Kieran Bradley would prefer to keep the position in house.</p> <p>Board nominate Peter McCauley as Treasurer and Paul Anderson will follow up with a preliminary meeting.</p> <p>Clarification that Zara Newton is the secretary.</p>	<p>Paul Anderson to investigate with Finance and refer back to Board</p>
<p>6</p>	<p><u>Quarterly Monitoring Report</u></p> <p>3 monthly report monitored by BHP.</p> <p>Monitoring meeting took place one week prior and outcome of figures was very positive. Currently one void on estate and Paul Anderson will invoice for loss of rent.</p> <p>Pauline Fell states that figures should be compared against Kilburn Square and BHP figures should also be included.</p>	<p>Paul Anderson to obtain BHP and Kilburn Square Performance figures.</p>
<p>7</p>	<p><u>Manager's Report</u></p> <p>Please refer to separate report.</p> <p>Parking Restrictions - to remain at 7 days a week although there is an issue when family members visiting at weekends cannot obtain a visitor permit at the weekends.</p> <p>Peter McCauley states that the parking policy clearly states that there is no guarantee of a parking space.</p> <p>Paul Anderson has received a few complaints, however not a significant number.</p> <p>Board agree to keep the parking restrictions at 7 days a week.</p> <p>Website – 95% completed however it has to be taken down from Google as Brent CC are required to approve content.</p> <p>Landscaping – need to arrange a planning meeting with gardeners to decide future plans. Open day may need to be re-arranged as 14th July clashes with Kilburn Festival.</p> <p>Modular Management Agreement (MMA) Update – a small working group of Board members is needed to review papers and decide any changes to be presented at each Board Meeting.</p>	

	<p>PF highly recommends that in house research is done on the Brent CC website to investigate what is owed to estate based on spending on other estates. If a consultant is used careful consideration should be taken of what organisation has appointed him/her.</p> <p>Staffing Issue – Abdi has left the organisation with no liability to the TMO and a signed agreement document is in place.</p>	
8	<p><u>Leaseholder Issues – a discussion</u></p> <p>Leaseholders have been sent a letter re: bill errors. Leaseholders need to find a way to communicate to Estate Manager in a constructive way.</p> <p>Leaseholder meeting on Saturday – one leaseholder should be nominated as official representative as a main point of contact for BHP.</p> <p>Section 20 Notice – Block B has not received any and only a certain number received them in Block C. Block A did receive the notices.</p> <p>Pauline Fell – TMO is responsible to Leaseholders as well as Tenants, therefore TMO Office need to intervene.</p> <p>Paul Anderson has not received a joint letter from Leaseholders however did received an unclear email. No response has been received on his request for clarification. Proposes a Leaseholder Working Group consisting of Ray Wells and Claudia Perez (as Board Members) in addition to the official soon to be appointed Leaseholder Representative.</p>	<p>Office to send a letter on behalf of estate to show support to Leaseholders, although deadline for response has not yet been received.</p> <p>AGENDA ITEM for Saturday Meeting – nominate a Leaseholder Representative.</p>
9	<p><u>ECO Grant Update</u></p> <p>TMO need to be more involved in works. Should Paul Anderson be appointed as resident liaison officer or can an officer from the major works office be supplied.</p> <p>Next planning information meeting coming up soon.</p>	
10	<p><u>Any Other Business</u></p> <p>Claudia Perez raises a staffing issue – an estate worker is on holiday and would like clarification if he is returning. Also enquires if Joe's wages have been increased and states that other staff members are not happy.</p> <p>Landing in Claudia Perez's hall has not been cleaned for a month. Paul Anderson enquires why this has not been raised before through the correct channels – action cannot take place when office are not notified.</p>	

11	<u>Date of Next Meeting</u> Wednesday 31 st July 2013	
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Meeting closed at 9:15pm.