

WATLING GARDENS TMO LIMITED

Board Meeting

Held on Wednesday 13th November 2013

7.30pm – 9.00pm

Location: Community Hall (Block C)

Present:

Paul Anderson (PA)	Manager
Jeanette Ahearne (JA)	Co-opted
Kieran Bradley (KB)	Chair
Eng Chew (EC)	Member
Pauline Fell (PF)	Co-opted
Stuart Leveridge (SL)	Member
Peter McCauley (PMc)	Treasurer
Geraldine Keady	Member
Saquiba Mahmood (SM)	Member
Paula Mackmurdie (PM)	Member
Claudia Perez (CP)	Member
Willy Walsh (WW)	Member

Apologies:

Zara Newton

Item	Description	Action
1	<u>Welcome & Apologies</u> KB welcomed all. Apologies received from Zara Newton.	
2	<u>Declaration of Interest and Election of Officers</u> None declarations of interest were noted at this meeting. Regarding new officers KB explained there were no nominations at the AGM. Officers will need to be elected. <ul style="list-style-type: none">• Chair;. Members voted unanimously to re-elect KB as Chair.	

	<p><i>Declaration of Interest and Election of Officers continued</i></p> <ul style="list-style-type: none"> • Vice Chair; KB informed all that Raymond Wells has resigned from the Board. Majority of members voted to elect SL as Vice Chair. • Treasurer; Members voted unanimously to re-elect PMc as Treasurer. • Secretary; Zara Newton had texted PA to confirm her wish to continue as the TMO's secretary. KB asked if there were any other nominations. Members voted unanimously to re-elect Zara 	
3	<p><u>Changes to signatories</u></p> <p><i>The Board agreed to the following signatories on cheques KB,PF,SL,PMc,SM,CP,ZN,(7 in total)</i></p>	PA to organise update to bank mandate
4	<p><u>Minutes of last Board meeting (11/9/13)(AGM)</u></p> <p>4.1 KB asked if all present received information about smoking and dogs. It was agreed that Board members contact one another if there is a repeat of the ASB that occurred in the summer.</p> <p>4.2 Funds for roof tops are spent. The Board could take a decision to re-designate funds from the reserves. Until the Management Allowance is renegotiated it is not possible to develop a 5 yr plan</p> <p>4.3 PA explained that Mena had a recent operation along with somefamily issues(family member with mental health issues).Mena had resigned via text .Late PA received another text from Mena, asking for his job back;. It transpired that Mena had fallen out with Mundi. Getting accurate information has been extremely difficult. PA to meet with both employees and report back at the next board meeting.</p> <p>The website is now up and running</p> <p>4.4 In relation to leaseholder matters KB asked if there were any updates. PM said that the leaseholders group would be going to a tribunal.</p> <p>4.5 The financial accounts were queried at the AGM and another meeting needs to be convened.</p> <p>4.6 Minutes of 11/9/13 agreed as a true account the meeting.</p>	PA to arrange meeting with Mundi and Mena.

<p>5</p> <p>5.1</p> <p>5.2</p>	<p><u>Treasurer's report</u></p> <p>PMc confirmed there were no major changes. The Auditors were paid for work undertaken and there have been some additional legal fees (i.e. due to notice seeking possession).</p> <p>PA informed the Board of a potential application for trees from Woodland Trust. Ideally, bigger trees are best and could be planted along the fence. Other suggestions are an orchard (comprising 8 to 10 tree). PA could draw up a 'gardening policy plan' and there are now 2 volunteers. If the Board agrees an application could be submitted to Woodland Trust Board members unanimously agreed that PA could apply to Woodland Trust for free trees. JA noted the conservation lead at Brent Council could advise PA.</p>	<p>PA to submit application to the Woodland Trust</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>Reconvened AGM</u></p> <p>PMc revisited the constitution and there is no requirement to have audited accounts adopted at an AGM. Abridged copies of accounts can be distributed as well. It is the budget that needs to be approved at an AGM. The only requirement is to present a summary of accounts at an AGM. The Chair, Secretary and Treasurer sign accounts on behalf of the Board.</p> <p>EC agreed with PMC – accounts are presented at AGM for information only. PA advised having an accountant present at future AGM, to address any financial queries that arise.</p> <p>The finance officer sent PMC a breakdown of direct costs. The only increases were estate security and parking: all other costs had reduced. KB queried the working 'estate security' and both PF and PA thought it meant CCTV.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Manager's report</u></p> <p>PA distributed the performance report and gave a verbal update on major works.</p> <p>PA met with Andros (i.e. senior project manager) and discussed the ECO grant. Planning applications were received for cladding, balconies, windows and a new boiler house (permission is not needed for internal work and roofing). PA will need to ensure work is carried out to a high standard.</p> <p>There are ongoing complaints about central heating and these will be resolved with the proposed new system. Complaints include damp, cold rooms and lack of controls. The new system will include individual metering and 24/7 operation.</p>	<p>PA to update Board at next meeting</p>

7.4	SL asked about the aerial upgrade and PA explained it will form part of a package to update cabling. JA asked if the satellite aerials were previously upgraded and KB noted they were.	
8	<u>Modular Management Agreement – update</u>	
8.1	PA noted an updated version is available will be sent to the Board. A date in early December is needed, to go through the document. The 40 schedules will also need to be updated. PA will include explanatory notes for Board members.	Email updated Management agreement to all Board members
8.2	PA suggested convening a full Board meeting. PA has included notes on the updated choices. Date for the next Board meeting is 4/12/13 at 7.30pm. KB advised all that this is a very important meeting.	Hard copies to follow
9	<u>Christmas plans</u>	
9.1	KB and CP to organise the venue and date for the Board Christmas dinner. All staff are invited	
9.2	PA and CP to organise a childrens party and book Mr Marvel if available	PA to enquire if Mr Marvel is available
10	<u>Any Other Business</u>	
10.1	PM could not recall having been sent information about changes to weekend parking .PA confirmed a letter was sent to all.	
11	<u>Date of next meeting</u>	
11.1	The next Board meeting will be held on 29 th January 2014.	