

# WATLING GARDENS TMO LIMITED

## Board Meeting

Wednesday 29<sup>th</sup> January 2014

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 (GK)	Member
Saquiba Mahmood (SM)	Member
Paula Mackmurdie (PM)	Member
Claudia Perez (CP)	Member
Wily Walsh (WW)	Member
Ryan Dolan (RD)	Invited Resident

Item	Description	Action
1.	<b><u>Welcome and Apologies</u></b> <b>Apologies:</b> Zara Newton	
2.	<b><u>Declaration of Interest</u></b> None	
3.	<b><u>Minutes of last board meeting held on 13<sup>th</sup> November 2013</u></b> 3.1 Re item 3; Pauline Fell (PF) asked not to be added as a signatory 3.2 Re item 4.2: KB noted mistake in wording. 'Funds are <b>not</b> all spent' 3.3 Re item 4.5: KB clarified that accounts do not need to be voted on by all members. Accounts are presented to and accepted by the Board and the distributed to members/tenants on request. This was further endorsed by PMc. PF confirmed that the based on the queries raised at the AGM he has sought advice and will report back at the next meeting	

3.4	<p>Re item 10: KB clarified that the weekend parking issue has been resolved and asked if there were any further questions on this. There were not.</p> <p>Minutes of 13.11.13 agreed as true account of meeting</p> <ul style="list-style-type: none"> <li>- Peter McCauley</li> <li>- Pauline Fell</li> <li>- All agree</li> </ul>	
4.	<p><b><u>Minutes of meeting held on 4<sup>th</sup> December 2013</u></b></p> <p>4.1 PA suggested that the board accept the minutes and that any items that require further follow up, be collated and circulated to board members. Then another meeting scheduled to discuss these items. KB and PMc agreed and KB moved to accept minutes from 4<sup>th</sup> December meeting. All agreed</p> <p>4.2 PA suggested that the date of the new meeting be confirmed at Feb board meeting. KB and PMc seconded. All agreed</p> <p>Minutes of 4.12.13 agreed as true account of meeting</p> <ul style="list-style-type: none"> <li>- Peter McCauley</li> <li>- Pauline Fell</li> <li>- All agree</li> </ul>	<p><b>ACTION:</b> PA to collate all information on queries raised at 4 Dec meeting and circulate doc to board members before next meeting</p> <p><b>ACTION:</b> Date of extra meeting to be decided at Feb Board meeting</p>
5.	<p><b><u>Treasurers Report</u></b></p> <p>5.1 PMc confirmed that Oct/Nov has been good months for TMO</p> <p>5.2 . PMc confirm £70,000 has been deposited into the current account from deposit. Spending and costs have increased but the budget has not</p> <p>5.3 KB noted that he accepts there will need to be cuts to spending in the future to avoid running out of funds.</p> <p>5.4 JA noted the importance of reviewing spending and the budget in the next 12 months as Council will looking to cut a further 60million after the upcoming election of 2015.</p> <p>5.5 PF noted the importance of having all accounts and budgets in order before going into the review meeting with BHP.</p> <p>5.6 PA said TMO will need support from consultant Greg Robbins from We Support Housing to review the management</p>	<p><b>ACTION:</b> PA to send PF details of</p>

	<p>allowances and check that the figures agreed with BHP include all spending by BHP and the council as relating to agreed TMO services.</p> <p>5.7 KB suggested that Kilburn Square and Walting Gardens share cost of consultant as they will be going through a very similar process. PA agreed. PF agreed and will look into the consultant and present the idea to her TMO at the next meeting.</p> <p>5.8 PA confirmed that all spending will be broken down and reviewed before the meeting in preparation for the negotiation.</p> <p>5.9 KB noted that it will be difficult to cut back on staff but agreed that this will need to be reviewed after 12 months. PA agreed.</p> <p>5.10 JA noted the ECO project is the best investment for future of Walting Gardens and will significantly improve living conditions and operations. KB and PA agreed.</p> <p>5.11 PF asked if the board had considered joining up with other TMO's to support spending cuts i.e. sharing the load. PA said management has been looking into it.</p> <p>5.12 KB and PA confirmed that there will be a full review of spending and budget after the next 12 months. Currently the focus is getting the ECO project up and running, as this will solve a lot of issues on the estate.</p>	<p>consultant</p> <p><b>ACTION:</b> PF to look at consultant and present the idea of sharing cost to her TMO and report back to board at next meeting.</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><b><u>Leaseholders Report</u></b></p> <p>PM noted that the Leaseholders meeting is scheduled for the next night (30<sup>th</sup> Jan) and she did not want to present without first giving feedback there. She will give full report at next Board Meeting. PM did however confirm that things have gone very well and she thanked PA, Eva and the staff for all their support during the process.</p> <p>Board congratulated PM on all her work and the outcome she has secured.</p>	<p><b>ACTION:</b> GK to bring full report to board at next meeting in Feb</p>

7.	<b><u>Managers Report</u></b>	
7.1	PA reported that the monitoring session went well and BHP were happy with TMO performance.	
7.2	<b>Rent performance report.</b> Encouraging people to pay rent on time is still the most time consuming job for staff. However it is currently tracking fine.	
7.3	<b>Monthly Finance Report.</b> PMc approved the reports as accurate.	
7.4	<b>Fire Safety Work;</b> PA noted that the issue with rubbish chutes being blocked is due to the new covers looking bigger than the old covers but the down shaft size has not increased.	
7.5	JA and PM both mentioned there was still a significant issue with residents leaving rubbish on landings. This is not allowed and increases risk of fire and injury.	
7.6	PA said that the bin room doors on ground level will no longer be locked so that residents can place their larger items here instead of trying to shove them down the chutes.	
7.7	PF asked re the new doors; has everyone had chains installed? This is an issue that has come up at Kilburn Square as there are inconsistencies in what residents are getting. Suggested that it be looked into. PA and PM agreed this needs to be checked	<b>ACTION:</b> PA to check if residents are getting chains on their doors and report back at next meeting.
7.8	PA noted that most residents are happy with the changes that have happened. KB noted that the bin shed doors have been painted white which will make them a target for graffiti. PA agreed and said they would be painted a darker colour.	
7.9	<b>ECO grant</b> – PA noted that planning permission has been applied for. KB said it all appears to be going ahead despite government changes..	
7.10	KB reiterated that the work that will be done as a result of the ECO grant will be bring significant improvements to living conditions and operations on the estate.	
7.12	KB if the board wants to see examples of the kind of work that will be done, you can see examples down on Adelaide Road.	

<p>7.13</p> <p>7.14</p> <p>7.15</p> <p>7.16</p> <p>7.17</p>	<p><b>Staffing:</b> This has already been discussed in item 5</p> <p><b>Website:</b> PA confirmed that the new website has been launched and he is really happy with it. Encourages all board members to look at it.</p> <p>PA said that he would like to put photos of board members on the website so residents know who they are. This request came from residents at the AGM, who said they did not know who were on the board. Eva will be contacting board members to action this.</p> <p><b>Estate Matters:</b> PA would like to refurbish the Estate entrances. Possible the money for this could come out of the arial fund. KB said this work should be left till after the ECO grant works, as it should be done to fit in with the new look.</p> <p>A gardening group is being established and is being lead by a resident. Work will begin in spring</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b><u>Document Approval and Review of existing documents</u></b></p> <p><b>Governance:</b> PA attached a list of all the TMO documentation that is available. He would like to sit down with KB to review this and ensure that all docs are correct and up to date. Doesn't think that the whole board need to review every doc, this it would be fine for KB to review with PA on behalf of board and then any changes be brought to board for review/approval. PMc moved that KB work with PA on this. All agreed.</p> <p><b>Health and Safety:</b> KB moved that if the board is happy to approve the health and safety report. All agreed.</p> <p><b>Business Continuity:</b> KB asked for a complete list. PA agreed to supply on board approval. All agreed.</p>	<p><b>ACTION:</b> KB to work with PA to review all TMO documents and bring any changes to board at next meeting.</p>
<p>9.</p> <p>9.1</p>	<p><b><u>Any Other Business</u></b></p> <p>PM said there are significant problems with heating on the estate and asked how this is being managed. PA agreed that heating is one of the biggest issues on the estate and is due to the antiquated system that is in place. Management are happy with the work that the contractors are doing. PM noted that there seems to be problems with the heating after each visit. PA agreed this often happened due to the pipe layout but contractors always tired to contact those who may be affected</p>	

9.2	CP asked if the new pipes are going to be painted and PA confirmed that yes they would be.	
10	<b><u>Date of next meeting</u></b>	
10.1	26 <sup>th</sup> February 2014	