

# WATLING GARDENS TMO LIMITED

## Board Meeting

Held on Wednesday 2<sup>nd</sup> July 2014

7.00pm – 9.40pm

Location: Community Hall (Block C)

Present:

Paul Anderson (PA)	Manager
Kieran Bradley (KB)	Chair
Stuart Leveridge (SL)	Vice Chair
Saqiba Mahmood (SM)	Member
Peter McCauley (PM)	Treasurer
Geraldine Keady (GK)	Member
Jeanette Ahearne (JA)	Co-opted Member
Ryan Dolan (RD)	Co-opted Member
Pauline Fell (PF)	Member

Apologies: Zara Newton

Item	Description	Actions
1.	<b><u>Welcome, apologies &amp; declaration of interest</u></b>	
1.1	KB welcomed all.	
1.2	There were no declarations of interest to note.	
2.	<b><u>Minutes of last meeting (28/5/14)</u></b>  <i>Page 1;</i> <ul style="list-style-type: none"><li>• SM was present but not noted as an attendee (minute taker apologised).</li><li>• Regarding fire safety there is a holding document. It is noted that Gavin will be leaving Brent.</li><li>• In relation to leaseholders' forum PA sent Paula an update but it is unclear if information was circulated to other leaseholders her. GK noted not receiving an update from Paula. CP explained she attempted to arrange another meeting. There is reluctance to pursue Paula about meetings since she is unwell.</li><li>• 7.1; should read 'coach trip', not 'conference'.</li></ul> <i>The minutes of 28/5/14 agreed as an accurate record of discussions (proposed by SL, seconded by PM &amp; PM).</i>	
5.	<b><u>Treasurer's report</u></b>	
5.1	PM tabled two reports for April and May respectively. A few areas were highlighted; landscaping and play areas budget needs reviewing. PA noted a tweak of other budgets may be needed. Also, a grant application for funds will be submitted.	

	<p>Other significant spends arose from new planting and gardening. Helen's costs are very effective and the work she does is of a high standard.</p> <p>5.2 JA asked if a separate budget existed for grounds maintenance. It should be clarified whether the play areas fall under BHP's remit. PA noted in-house staff currently check the equipment.</p> <p>5.3 SL asked if Butterflies &amp; Bees will continue to work on the estate. PA explained most of the work is now done internally: the company carried out mulching and some initial planning work.</p> <p>5.4 PF noted the cost of hiring a coach was very high. In comparison Kilburn Square (KSHC) only paid about £400. KB and PF advised SL to look around for alternatives in the future – it is good practice to obtain at least 3 quotes. Fortunately, sale of seats on the coach may generate some income. JA asked if there was a breakdown of costs, in order to evidence value for money. Perhaps benchmark against BHP and KSHC's costs.</p> <p>5.5 KB asked if there were any questions arising from the treasurer's report (none noted).</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b><u>Manager's report</u></b></p> <p>PA informed all that the quarterly monitoring reports will be available at the next meeting.</p> <p>PA gave an update on the modular management agreement and distributed a report. The old agreement was updated in January 2014. Then, the Government issued another online agreement. The Board have the option of perusing and agreeing the document now or convening further meetings to do so. A separate document exists for calculating allowances.</p> <p><i>Chapter 1: General provisions of the agreement;</i> it is recommended that the Board accept, since it is information only. A few Board members felt more legal details were needed. RD noted there was little change to the management agreement, regardless of various legal acts (i.e. legislation) being perused or not. It seems only point 6 of the report is relevant. (PA agreed).</p> <p><i>Chapter 2: Repairs, maintenance and service provision;</i> PA noted these aspects will be detailed in schedules.</p> <p><i>Chapter 3: Rent, including tenant service;</i> for information only.</p> <p><i>Chapter 4: Leaseholder &amp; freeholder service charges;</i> the only change is editing.</p> <p><i>Chapter 5: Financial management;</i> the only change is reference to a guidance paper.</p>	

*Chapter 6: Tenancy management;* TMOs can object to potential new tenants. However, this just means an opportunity to state objections since the council has final say. Regarding point 13, option B is now option C. A new clause exists in relation to flexible tenancies. There will be joint decisions regarding ending or renewing introductory tenancies (i.e. option B). **Vote: Board members unanimously agreed in favour of option B.**

*Staffing & management of relationship between the co-operative and the council:* 'Equal opportunities' is now termed 'Equality, Diversity & Inclusion'.

*Performance, monitoring and reviewing of standards:* a clause has been removed regarding rent indicators and annual reviews (i.e. rather than every 5 years).

*Definition of terms:* there is no change.

6.4 . If there are no objections the tabled version of modular management agreement will be endorsed (all agreed).

6.5 *Eco grant update;* PA circulated a report. Details are being planned including consultative meetings with residents. Choices will be given and the aim is to start the project in August 2014. It is noted the estate will experience considerable upheaval when work is carried out. A few Board members thought the August 2014 start date was too ambitious.

6.6 Regarding leaseholders, PA had previously emailed all Board members. PA explained that charges could be waived if the council agree. There was no change to existing heating, windows and cladding. A temporary boiler will be installed and the aim is to reduce heating disruption.

6.7 RD asked if the stance taken to oppose all recharges was a Board decision. It seems BHP is not prioritising major works on the estate due to resistance over service charges. Some of the work undertaken does benefit leaseholders so further Board discussion is needed.

6.8 PA noted there are complexities around funding; perhaps only the roof costs should be recharged. Delays to work could lead to reduced funding as the project must be finalised by March 2015. JA asked about section 20 costs, given that a grant covered work on communal windows.

6.9 PA explained that BHP project managers do understand the difficulties TMOs face. However, only Brent Council can waive recharges. **ACTION: PA is to monitor and update the Board accordingly.** RD wondered if it was best to wait and see what Brent Council and BHP's views were (KB agreed). Leaseholders must not be given the impression that not paying service charges is acceptable. JA noted that BHP are not yet costing things like cables and windows. Rough costs for the roof should already be known.

Both CP and GK felt that in light of Paula's absence action was needed around the leaseholders' representative role. Additionally, an extended

PA

	<p>payment period should be sought for leaseholders.</p> <p>.</p>	
7.	<b><u>Any Other Business</u></b>	
7.1	<p>SL reminded about the plan for a coach outing to Clacton on 16/8/14 - Board members agreed by unanimous vote. <b>ACTION: KB to work with SL on planning the outing.</b> No less than 3 quotes for coaches will be sought. PA reminded SL and KB to ensure the coach has facilities – CP will also be involved. KB gave apologies for the outing on 16/8/14.</p>	<b>KB, SL</b>
7.2	<p>SL wondered whether a mower with a seat could be purchased for Joe. PM advised obtaining costs first. PA felt the equipment was not essential and confirmed this was discussed with Joe. In addition there would be storage issues. <b>Vote: majority of the Board were against purchasing a new mower.</b> PM reiterated that the organisation's finances are currently very dire.</p>	
7.3	<p>In relation to an email recently sent to staff PA explained he is dealing with various aspects as management issues. The police are also involved. Mr Walsh has since been compliant but the Board may wish to proceed and take a firm stance. CP noted it was concerning that Mr Walsh had emptied the greenhouse (PA confirmed this was not requested of Mr Walsh).</p>	
7.3.1	<p>RD noted that Board members are expected to adhere to a code of conduct. PM and PF agreed, both noting that Board members represent the Board at all times. GK felt that Mr Walsh did very good gardening work and engaged well with the estate's young people.</p>	
7.3.2	<p>Vote: majority of Board members voted in favour of removing Mr Walsh from the Board, 2 members voted against (CP and GP).</p>	
7.3.3	<p><b>ACTION: KB will put the Board's decision in written correspondence to Mr Walsh.</b></p>	<b>KB</b>
7.3.4	<p>CP volunteered to open and lock the play areas in Mr Walsh's absence.</p>	
7.4	<p>Date of next meeting; <i>to be agreed via email</i></p>	