

# Watling Gardens TMO

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## Board Meeting to be held at 7.30pm on Wednesday 27<sup>th</sup> April 2016

### Agenda

#### 1. Welcome and Apologies

| Attendance   | Apologies  |
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| Ryan Dolan - minutes<br>Peter McCauley<br>Anne Faherty<br>Paula Mackmurdie<br>Claudia Perez<br>Jeanette Ahearn<br>Kieran Bradley<br>Djamila Boubatra | Geraldine Keady<br>Zara Newton<br>Barbera Rowe<br>Pauline Fell<br>Massimo Noro |

#### 2. Declaration of Interests

#### 3. Minutes of last Board Meeting held on 30<sup>th</sup> March

Paula's name mistyped on front

Ryan, Paula and Massimo to check CVs

Minutes agreed and seconded by : Paula Mackmurdie and Jeanette Ahearn

#### 4. Treasurers Report

Last report for this financial year and we are declaring a reduced overspend of £12,000 down by £4,000 from last year.

QUESTION: Are we expecting the insurance figure will go up based on the claim made this year.

ANSWER: Yes, and this will be discussed as Item 6.

#### 5. Board Members Reports

Ryan Dolan explained that he has visited the staff in the office and collated any resident issues for the board. Staff are working well and Ewa has recently had to assist in freeing a resident from the lifts.

Kieran Bradley has said that he has been talking to friends off the earth to ensure they are still ok hiring the the hall and that billing is being done OK. The accounts show there regular payments coming in.

QUESTION: Who is signing checks without a manager:

ANSWER: Kieran Bradley and Kieran Bradley

Paula Mackmurdie to feed back on Item 8

#### 6. External Audit Dates

Can the board agree to the audit starting on Monday 20th June 2016?

10 - 0 in favour

#### 7. Hand Over List

Member has a query on this list.

This years insurance is likely to increase, rather than have the board called for a special meeting can the board agree a budget of £3,500 for this item. If over this figure we will have an electronic agreement.

10 - 0 in favour

#### 8. Managers Replacement

Members feedback on actions since the last meeting.

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Paula has requested 8 cvs from the agency provided by BHP.

We are offering between 18 to 20 per hour with a temporary to permanent arrange at 35 hours per week. We have had 3 CVs through. As it has been so few it was suggested that they be circulated to all board members and we ask all 3 to come in for interview.

Claudia and Jeanette and Kieran have volunteered to Join Massimo, Ryan and Paula to form an interview panel. Paula will set up the interviews.

Can all 6 members of the interview panel provide Paula with possible dates by Wednesday so that she can get these booked in. We will need 3 from the pool of 6 for each interview.

## 9. Bin Sheds

Can the board confirm it is happy with the closing times?

Currently the bins are locked between 6:30 and 7:30, although they may have been later at some times, they have never been locked after 10pm. after much debate the board agreed 7-3 in favour of leaving the arrangement as it is.

## 10. Parking

Should we now proceed to contract Wings for all parking services?

After much debate the board agreed

2/8 against engaging wings for the permit issuing element of parking. Preferring that the office should reissue permits at the following charges:

£10 for the 1st car including visitors.

6/4 for £20 on second car.

No 3rd car permits should be issued.

Ryan Dolan has agreed to obtain the garage waiting list procedures for the next meeting.

## 11. Any other Business

11.1 Nominations and board elections should be arranged for JUNE.

11.2 Can Ewa be given a pay rise?

After some discussion the board agreed that we could not increase salary but an honorarium should be payed of £15 per hour while Ewa is acting up to the roll of manager.

10 - 0 in favour and Paula will make the arrangements for this on Monday.

## 12. Date of Next Board Meeting

Wednesday 25th may

Advance Apologies Anne Faherty