

# WATLING GARDENS TMO LIMITED

## Special Board Meeting

(9<sup>th</sup> August 2017)

7.00 – 8.15 pm

### Minutes

Location: Community Hall (Block C)  
Attendees: Kieran Bradley (Chairman), Judith Gayle, Geraldine Keady, Stuart Leveridge, Peter McCauley, Massimo Moro, Zara Newton.  
Apologies: Jeanette Ahearne, Djamila Boubatra, Anne Faherty, Pauline Fell.  
Chaired By: Kieran Bradley  
Recorded By: Peter McCauley

Item	Description	Action
	<p>Kieran Bradley opened the Special Meeting and outlined the business that needs to be considered and hopefully resolved at this meeting, which had already been discussed at the committee meeting in July. Five items were Priority 1 Council Audit Recommendations that the Board could address. Other items included pigeon netting, CCTV contract, TMO Manager advertisement and a few other outstanding items.</p> <p><b>Declaration of Interests</b> There were no declaration of interests made by any member</p>	
1.	<p><b>Motion</b> That this TMO Board, <u>to meet audit recommendations</u>, accept the recommendation of the Treasurer and Finance officer, to adopt and continue with the 2015/16 budget as the budget for 2016/17. Mover: Geraldine Keady – Seconder: Stuart Leveridge – carried.</p>	
2.	<p><b>Motion</b> That this TMO Board, <u>to meet audit recommendations</u>, direct that the role of Staff Liaison Officer shall be included within the duties of the TMO Board Chairman. Mover: Zara Newton: - Seconder: Massimo Moro – carried.</p>	
3.	<p><b>Motion</b> That this TMO Board, accepts the TMO Manager’s recommendations, that all residents with the exception of non-resident leaseholders, shall be offered the fitment of Pigeon Netting to their balconies. Mover: Zara newton: - Seconder: Massimo Moro - carried</p>	
4.	<p><b>Motion</b> That this TMO Board, <u>to meet audit recommendations</u>, reaffirms it’s commitment to the signing or re-signing of the Declaration of Confidentiality form by TMO Board Members, at the first Board Meeting after the AGM of the WGTMO. Mover: Massimo Moro – Seconder: Stuart Leveridge - carried</p>	
5.	<p><b>Motion</b> That this TMO Board, <u>to meet audit recommendations</u>, will audit the training needs of all Board Members, at the first Board Meeting after the AGM of the WGTMO Mover: Zara Newton: Seconder: Judith Gayle - carried</p>	The TMO Manager to resend the Skills Audit to all Board Members
6.	<p><b>Motion</b> That this TMO Board accepts the negotiated increase to the TMO Management Allowance, which was recounted to the Board by the Chairman, in March 2017 Mover: Geraldine Keady – Seconder: Massimo Moro - carried</p>	
7.	<p><b>Motion</b> That this TMO Board shall retain the services of the NFTMO Consultant to review and report on the items and costs of the elements within the formula, upon which the calculations of the TMO Management Allowance are agreed. Mover: Massimo Moro – Seconder: Zara Newton - carried</p>	
8.	<p><b>Motion</b> That the drafted Finance Policy <u>to meet audit recommendations</u>, which was review by the</p>	

	Board in June 2017, shall be accepted without alteration Mover: Stuart Leveridge – Seconder: Zara Newton - carried	
9.	<b>Motion</b> That this TMO Board shall allow a budget greater than the proposed £400 for the TMO Fun Day, in August, and that a financial advance should be made, which will be signed and receipted for. Mover: Geraldine Keady – Seconder: Zara Newton - carried	Already resolved by the TMO Manager, with thanks from the Board
10.	<b>Motion</b> That this TMO Board will set up an account with the Government Gateway, and the setting up of a Watling Gardens TMO email address, to enable the correct organisational control with regard to the advertising and response from applicants, with a view to filling the TMO managers position. Further a sub-committee is formed of Massimo Moro, Kieran Bradley and Peter McCauley to draft a Job Description for the role. Mover: Judith Gayle – Seconder: Massimo Moro - carried	
11.	<b>Motion</b> That this TMO Board makes recommendation that the advertisement of the position of TMO Manager shall include an initial 6 months probationary period and a starting salary circa £35,000 based on a 35 hour 5 day week, with 28 days A/L including Bank Holidays Mover: Zara Newton – Seconder: Judith Gayle - carried	
12.	<b>Motion</b> That this TMO Board authorises the TMO manager to proceed with the CCTV contract from SCCI, having due regards to the issues raised within the quote from SCCI regarding ‘the scope of works excluded from the SCCI quote’ Mover: Zara Newton – Seconder: Stuart Leveridge - carried	
13.	<b>Next TMO Board Meeting</b> Wednesday 27 <sup>th</sup> September 2017.	

Motion

That these minutes be accepted as a true record of the meeting.

Mover.....

Seconder.....

Date.....