

WATLING GARDENS TMO LIMITED

Committee Meeting

(26th July 2017)

7.30 – 9.30 pm

Minutes

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

Item	Description	Action
1	<u>Motion</u> That Jeanette Ahearne will be the meeting Chairman Moved: Zara Newton – Seconder: Pauline Fell - carried	
2	<u>Declaration of Interest</u> Peter McCauley declared an interest in the item of Ellen Lord, in the Managers Report: There were no other Conflict of Interest declared by any member	
3	<u>Minutes of Previous Board Meetings</u> The Board Meeting Minutes of the 27 th June and the Special Board Meeting of the 17 th July were considered. No matters arising. <u>Motion</u> That the Board Minutes of the 27 th June be accepted as a true record of the meeting Moved: Zara Newton – Seconded: Pauline Fell – carried. <u>Motion</u> That the Special Board Meeting Minutes of the 17 th July be accepted as a true record of the meeting. Moved: Pauline Fell – Seconder: Zara Newton – carried.	
4	<u>Designing Out Crime Recommendations</u> The question about whether the Board can legally go forward with recommendation No 4, of installing a main gate at the entrance to the estate, would need to be answered along with getting some costing, to give the Board an idea of how much such a project would cost. Comments from the members suggest that it has been a long time aspiration of the Board/residents to have Main Gates on the estate. The actual recommendation No4 itself states, “This proposal would be a major undertaking and it would require the agreement and the support of the residents” thus requiring an Open Meeting to discern the opinion of residents. It was suggested, that there could possibly be information about a previous undertaking, to install a Main Gate and that information may still be with the TMO Manager. Recommendations 2 & 3 could be preventative measures, within the remit of the Board to take, to proceed with that would greatly add to the perception of deterrence against crime. Recommendation No1, it was felt that costing’s would be required by the Board to consider/progress this item.	
5	<u>Authorisation for TMO Manager to proceed with CCTV Installation</u> It was felt that the Board would require some actual costing rather than rough estimates to consider/progress this item.	
6	<u>Progressable Council Audit Item Recommendations</u> Jeanette Ahearne briefed the meeting about a meeting held on the 5 th July, with herself, Paul Anderson, Kieran Bradley, BHP and the new Head of Brent Housing. Jeanette Ahearne described the meeting as hostile and confrontational in its narrative. Mainly due to the ill-informed understanding and comprehension of the BHP regarding contracts and management agreements, and the BHP	

	<p>belief that the failure of agreeing to a new and updated Management Agreement is solely the fault of the TMO, even though the BHP has had the TMO draft document for over a year. It was also explained, that the auditors who compiled the report, have to do so in accordance to the latest version of the Management Agreement, which is produced by the Government. Therefore this TMO will always have a string of recommendations from the auditors but legally this TMO is bound by the present contract it has with the Council, until such time BOTH parties accept and agree to a new Management Agreement Contract. Pauline Fell agreed with these sentiments, and expressed the great difficulty that Kilburn Square is having, with an intransigent BHP, on their Management Agreement. Jeanette Ahearne stated that the new Head of Brent Housing, suggested that the TMO call a Special Board Meeting to review and update all TMO documents & policies, in line with the latest guidelines & recommendations of the NFTMO. But whilst the TMO Board can comply with this request, the documents & policies themselves cannot be implemented until such time as both parties sign a new Management Agreement Contract. It was revealed that the draft management agreement document has been recently returned to the TMO, but the Board Members present, were unaware that it had been returned or what changes, if any, have been made to the document. The members present felt that as a matter of some urgency, that the returned document should be available or briefed out to the Board Members. It was also felt that this TMO Board and the BHP must have have a meeting, to clarify and finally resolve the issue of the Management Agreement Contract.</p>	
7	<p><u>TMO Manager's Report</u> The meeting considered the Manager's Report. The meeting noted and appreciated the many items of 'information' A couple of items requiring some input from the Board were considered, but the Board felt that either some further clarification or information was required.</p>	
8	<p><u>Treasurer's Report</u> Jeanette Ahearne and myself met with the TMO auditor, Martin Bradley of GCN Auditing, on the 20th July 2017, to be briefed on the Audit Report for financial year ending 31st March 2017. Martin gave us an abridged commentary of the Audit and highlighted some points of interests, such as *An increase to the TMO insurance premium of £286 due to the purchase of the 'ride-on mower' *The end of the 'photo-copier' lease. *The TMO is in the last 2 years of a contract with Northgate a HR support company. *The new TMO financial commitment to the provision of the Staff Pension Plan. Martin Bradley pointed out some of the TMO's higher spends, in the audit, such as £700 for a 'void' clearance and fumigation, £600 for the production of 'parking permits' and £800 for the replacement of a front door & frame. Martin Bradley pointed out that the TMO, for the first time will have 'stock movement' entry in the audit. This is basically the amount of stock the TMO has, now a cash value. Martin Bradley gave the TMO finances a clean bill of health, with the proviso that the £6,000 surplus only came about due to the Staffing Problems the TMO experienced during the financial period. It was pointed out to Martin Bradley, that the agreed increase of the Management Allowance commencing April 2017 has not been received. The consensus of the meeting, that it would be advantageous to the TMO to retain a NFTMO finance consultant to review the breakdown of the Management Allowances.</p>	
9	<p><u>Any Other Business</u> The consensus of the meeting is that a Special Meeting must be held to consider and then accept/reject outstanding proposals, that need to be done so with some urgency. It was felt that no other business would be considered at this meeting, but solely the outstanding & urgent matters. (please see attached document) I will need the assistance of at least 6 Full Board Members to attend this Special Meeting in August. As a matter of some urgency can all members indicate to me</p>	

	via email, on which days in August they will definitely be available to attend a meeting? I have access to the keys to the Community Hall, so any days, even weekends will be considered, it's that important!!	
10	Next Board Meeting Wednesday 30 th August 2017	

Motion

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

Mover.....

Secunder.....

Date.....