

# WATLING GARDENS TMO LIMITED

## Meeting

(30<sup>th</sup> May 2017)

7.30 – 9.30 pm

### Minutes

Location: Community Hall (Block C)  
Present: Sana Abbad, Jeanette Ahearne, Kieran Bradley, Pauline Fell, Judith Gayle, Stuart Leveridge, Peter McCauley, Massimo Moro, Zara Newton  
Apologies: None  
Chaired By: Kieran Bradley (Chairman)  
Recorded By: Peter McCauley

Item	Description	Action
1	<b>Declaration of Interests</b> There were no Conflict of Interest declared by any members	
2	<b>Minutes of Previous Board Meeting Minutes</b> Stuart Leveridge took this opportunity to express his sincere apologies to the meeting, concerning his out-burst and failing to conduct himself to the standards expected of a Board Member, at the last Board Meeting. The members present thanked him for his candour. *Tariq has made compliant to both the BHP and the police, about an alleged incident in the TMO office. *Members Skills Audit forms have not been return to the office as requested. *Possible re-decoration of the foyer areas by Lawtech *Questions about the un-announced installation of water meters to resident's homes. *A vacancy for a Caretaker has been advertised on the estate. *Posters and date of next contractors/residents surgery to be advertised on the estate. <b>(Motion)</b> That the minutes be accepted as a true record of the meeting. Mover: Jeanette Ahearne – Seconder: Sana Abbad - carried	
3	<b>Chairman's Report</b> A Staffing Review was held on the 17 <sup>th</sup> May, attended by Sana Abbad, Kieran Bradley and Paul Anderson. Recommendations reached were as follows; All full time TMO staff to receive the UK statutory 28 days of annual leave, inclusive of Bank Holidays. Housing Officer ██████████ full time (6 month probationary period) Trainee Support Officer ██████████ full time (6 month probationary period) TMO Manager – no change. Finance Officer – no change. Cleaner/Caretaker ██████████ (vacancy advertised) <b>(Motion)</b> That these recommendations are acceptable. Mover: Stuart Leveridge – Seconder: Massimo Moro – carried With regards to the positions of both N. Edokpayi and J. Kerrigan it was felt prudent to further extend their present contracts by 3 months. <b>(Motion)</b> That the recommendation to further extend 2 contracts are accepted Mover: Massimo Moro – Seconder: Zara newton - carried	
4	<b>Manager's Report</b> *Water Meter installation to resident homes. Some discussion took place as to the legal perception about whether or not Water Meters should have be fitted, but everyone was of the opinion that the residents should have been informed prior to water meters being installed. It should be noted that the 'Smart Meter' fitted inside	



Paul Anderson  
TMO Manager

31/05/17

Hi Paul

This is a covering letter regarding the minutes of the Board Meeting held on the 30<sup>th</sup> May 2017.

Matters arising from the meeting

- **Staffing Review;** the Board accepted the recommendations on Housing Officer, Trainee Support Officer and the continuation of the present contract for yourself & Girish.
- It was felt prudent not to change Joe or Munday's contracts until the cleaner vacancy had been filled, in case Joe decided not to accept the new contract and we would be without a cleaner. (Does Munday's job description include cleaning?)
- The Board suspended Paula from the Board pending investigation about the £200 debt.
- The Board suspended the Lease Holder sub-committee until an election of a sub-committee Board Member for the Lease Holder Group takes place.
- On the issue of the 2 complaints, nothing can be done about the Tariq complaint as he has escalated it to the BHP himself. As for the second complaint, the Board agreed 'no further action'
- **Additional Expenditure;** the Board felt it should wait for the report from the Safer Neighbourhood Team, about sighting and placement of CCTV
- Pigeon Netting: a circular to be distributed to find out how many residents would be interested in having pigeon netting fitted.
- Question as to why the new MMA 'allowance' was not received?
- Zara said she would provide you with a tablet device.
- Pauline Fell suggested, again, that the two TMO's should consider merging.
- Once again we ran out of time before all the business could be completed. The updated Finance Policy was not considered.
- The next Board meeting will again be held on a Tuesday (27<sup>th</sup> June) the change in date is mainly due to my shifts and I have used up all my available leave this year, on making myself available to letting contractors in to do work.

Kind Regards

Peter