

WATLING GARDENS TMO LIMITED

TMO Board Meeting

(25th October 2017)

7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
Present: Sana Abbad, Djamila Boubatra, Anne Faherty, Judith Gayle, Stuart Leveridge, Peter McCauley, Alan Milner (Chairman), Zara Newton, Rashid Shalizi, Ray Wells.
Apologies: Kieran Bradley, Geraldine Keady, Claudia Perez.
Chaired By: Alan Milner
Recorded By: Peter McCauley

Item	Description	Action
1	The Chairman opened the meeting and welcomed those members attending.	
2	<u>Declaration of Interests</u> There were no Conflict of Interest declared by any member	
3	<u>Minutes of Previous Meeting</u> (Motion) That the minutes of 27 th September be accepted as a true record of the meeting. Mover: Anne Faherty – Seconder: Zara newton - carried	
4	<u>Matters Arising</u> The Chairman reported that further to the Motion of the Staff Review recommendation, dated 27 th September 2017, that the member of staff involved did not accept the salary increase and as such, has handed in their Notice to Quit. It was brought to the Boards attention that the difference between a TMO cleaner's rate of pay and the TMO cleaner/ground maintenance rate of pay was [REDACTED] The Board expressed their regret that the member of staff chose this course of action, which everyone considered will be a great loss to the TMO and the wider community. (Motion) That this Board recommends that the vacancy for Cleaner/Grounds Maintenance shall be advertised immediately. Mover: Ray Wells – Seconder: Anne Faherty – carried. Chairman informed the meeting that the 5-year ballot, to decide whether to remain a TMO or return responsibility back to Brent Council, has been awarded to the Electoral Commission, who will conduct the ballot. The Chairman went on to empathise the importance of informing all residents of WG & CC, the implications, if the estate was to be managed by Brent Council. The refurbishment of the old office underneath A block, was proving a bit more problematic than first thought. Christina Byrne has committed to arrange the painting of the old office, but the toilet and the electrics are in a poor state and will need repair/replacing by the TMO. The Estate Manager's Job has finally been advertised. It has been placed on the Government funded "Work" website, where all application & CVs will be forwarded to the TMO.	
5	<u>Chairman' Report</u> Chairman updated the meeting on the latest information regarding the CCTV installation. The company are very reluctant to 'blindly' drill into walls without knowing the location of wires and cables that may lie underneath the EWI. Lawtech's reply was "the location of the CCTV points, are where the wires are sticking out of the walls" as obviously the standard of Lawtech's work had been so poor, as to not produce any schematics of the building/wiring layouts. Tree Management, the TMO still hasn't received a quote from the contractors. Stuart Leveridge informed the meeting, that he had been contacted by the CCTV	

	<p>and Tree Management contractors at about 6pm this evening. The Board Members asked Stuart how it was that he had all this information, and the office didn't? Stuart explained that the time he received the message (6pm) the office would be closed, and that there may be a communication breakdown between the office and the contractors. Stuart informed the meeting that the CCTV contractors will be on-site tomorrow (Thursday 26th October) and the Tree management contractors will be on-site on Friday (27th October) The Board was grateful for the work Stuart was doing on behalf of the TMO and thanked Stuart for his assistance in mediating between the contractors and the TMO.</p> <p>The Chairman reported on the weekly inspection walks on the estate, that he and Barbara from the office, were conducting. He felt that this is a positive step forward on behalf of the estate.</p> <p>The Chairman raised the issue, that lately motorcycles are now seen as using the parking bays on the estate. He raised this issue with the Estate Manager, to resolve, but felt that the manager was reluctant to do so for some reason.</p> <p>Lawtech are continuing to show blatant indifference and refusing to accept their social, moral or contractual responsibilities to the TMO and WG. It was identified that Lawtech contractors broke a manhole cover on the estate, but it was the TMO who picked up the bill. The Grass Seeding of the lawns was a complete joke, as the contractor doing the job was merely feeding the birds as he had no understanding of what to do.</p> <p>Another Lawtech contractor, put an abrasive chemical substance on the Perspex on the Foyer Doors at the entrance to each block, there by ruining the Perspex itself.</p> <p>The list of contractor errors goes on and on. Poor grade concrete, poor installation or 'boxing in' of the pipe work under the heat exchanger unit in resident's kitchens, re-surfacing of balconies which now do not allow drainage of rain water.</p> <p>Even Christina Byrne of Brent Council, has tried to intervene to get Lawtech to commit to what is required of them.</p> <p>A further meeting is planned to be held on Tuesday 31st October, between Lawtech and the TMO, hopefully to resolve these issues and get the proposed Social Grant actioned.</p>	
6	<p><u>Manager's Report</u></p> <p>The manager asked that the Finance Policy & Procedure be considered by the Board again, as the auditors controlling/managing the introduction of the new Modular Management Agreement (MMA) recommended that six minor changes be made to the policy.</p> <p>(Motion)</p> <p>That this Board accepts the six minor changes required to the Finance Policy Mover: Peter McCauley – Seconder: Zara Newton – carried.</p> <p>Chairman asked that the request for TMO Staff to be issued with Personal Alarms, is a serious issue and will need to be dealt with as a matter of urgency as a Health & Safety matter, and needed to be a separate agenda item to be dealt with properly, when sufficient information regarding Personal Alarm had been captured.</p> <p>(Motion)</p> <p>That Personal Alarms shall be a separate agenda item, when further information as to what is actually required regarding Personal Alarms and there use. Mover: Peter McCauley – Seconder: Sana Abbad – carried.</p>	
7	<p><u>Treasurer's Report</u></p> <p>In the July Financial Report, it was recorded that an extractor fan (£468) and a repair to a shower pump (£385) were costed to the TMO. Is the TMO liable for such repairs as the 2002 Management Agreement and the Residents handbook lays out who is/is not, responsible for which repairs?</p> <p>The Board were presented with an overall costing to the TMO, of retaining an Estate Manager on a salary of ██████████ per year. Considering that on top of the salary, the TMO was also liable for Employer National Insurance contributions and Employer Pension Contribution. The actual cost to the TMO would be around</p>	

	<p>0. Which would push up the wages bill by around [REDACTED] year. Taking into account that the Council still hasn't started paying the correct Management Allowance of about £210,000 per year, and considering that the TMO Overheads for last year were £16,708 and the costs on Direct Expenditure was £16,508 last year. Which will mean that the TMO, will again, be operating at a loss of about £15,000 per year.</p> <p>The September Financial Report shows monthly spend in line with what is expected, but the monthly Overtime Bill has crept up to £1,200 this month.</p>	
8	<p><u>Any Other Business (A.O.B)</u></p> <p>Question: about the charges for hiring of the Community Hall, and the practice of members hiring the hall at £10ph, on behalf of people who do not live on the estate, who would have been charged £20ph. Possible consideration of changing the cost of the Hall Hire, at a future meeting.</p> <p>Question: does a meeting have to go on until 9:30pm if there is no business? Chairman replied that when all business is done, the Chairman will close the meeting. (which the Chairman then did at 8:40pm)</p>	
9	<p><u>Next Board Meeting</u></p> <p>Wednesday 29th November 2017</p>	

Motion

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

Mover.....

Seconder.....

Date.....