

# WATLING GARDENS TMO LIMITED

## TMO Board Meeting (27<sup>th</sup> September 2017) 7.30 – 9.30 pm

### Minutes

Location: Community Hall (Block C)  
Present: Sana Abbad, Kieran Bradley, Anne Faherty, Judith Gayle, Geraldine Keady, Stuart Leveridge, Peter McCauley, Alan Milner, Zara Newton, Claudia Perez, Rashid Shalizi, Ray Wells.  
Guests: Mekor Newman (newmanfrancis.org), Christina Byrne (BHP)  
Apologies: Massimo Moro  
Chaired By: Kieran Bradley (Meeting Chairman)  
Recorded By: Peter McCauley

Item	Description	Action
1	Kieran Bradley opened the meeting and thanked everyone for attending, and welcomed the new members to the TMO Board. Kieran also introduced two guests to the meeting, Mekor Newman from Newman Francis a community development organisation and Christina Byrne from BHP. Kieran explained that whilst it was his intention to remain a Board Member, he would not be standing for Chairman. Kieran also informed the meeting that Jeanette Ahearn and Pauline Fell have both decided to stand down from the Board, which will be a lost to the Board. A question was raised about the legitimacy of an individual to hold the position of a Board Member, but it was the consensus of the meeting that the matter should be dealt with under the agreed procedures of the TMO	
2	<b>Election of TMO Board Officers</b> <b>Chairman; Alan Milner</b> Moved: Stuart Leveridge – Seconder: Zara Newton – carried. <b>Vice Chairman; Sana Abbad</b> Ballot between Sana Abbad (7 votes) & Stuart Leveridge (2 votes) <b>Secretary; Zara Newton</b> Moved: Peter McCauley – Seconder: Sana Abbad – carried. <b>Treasurer; Peter McCauley</b> Moved: Alan Milner – Seconder: Ray Wells - carried	
3	The members present were asked to sign the following documents. Register of Financial & Other Interests, Confidentiality Declaration and the TMO Code of Governance.	
4	<b>Declaration of Interests:</b> There was no Conflict of Interests declared by any member.	
5	<b>Previous minutes:</b> The meeting had 4 sets of meeting minutes to consider, 26 <sup>th</sup> July, 9 <sup>th</sup> August, 13 <sup>th</sup> September and 26 <sup>th</sup> September. <b>(Motion)</b> That the minutes of 26 <sup>th</sup> July be accepted as a true record of the meeting. Mover: Sana Abbad – Seconder: Zara Newton – carried <b>(Motion)</b> That the minutes of 9 <sup>th</sup> August be accepted as a true record of the meeting. Mover: Zara Newton – Seconder: Sana Abbad – carried <b>(Motion)</b> That the minutes of 13 <sup>th</sup> September be accepted as a true record of the meeting. Mover: Zara Newton – Seconder: Sana Abbad – carried <b>(Motion)</b> That the minutes of 26 <sup>th</sup> September be accepted as a true record of the meeting. Mover: Alan Milner – Seconder: Kieran Bradley – carried	
6	<b>Matters Arising</b>	

	<p>26<sup>th</sup> July; comments regarding the consideration about a main gate, removable bollards and comment from Christina Byrne regarding MMA schedules.</p> <p>13<sup>th</sup> September; comments regarding spelling mistake of Christina Byrne's name and a correction of Steve King to Steve Kingston. Comments about a meeting held last Friday (22<sup>nd</sup> September) with members from the Board and Lawtech about outstanding work on the estate and other issues. A suggestion that a Social Grant of £3,000 or £4,000 maybe given to the TMO. A follow up meeting is to be held next Friday (29<sup>th</sup> September) with Lawtech, hopefully to find out about if further improvements such as hall and kitchen painting, conversion of office in 'A' Block to a TMO Office, replacement of Perspex in foyer doors of each block.</p>	
7	<p><b>Resolution of outstanding Staffing Review (2 positions)</b></p> <p>It was apparent that the recollection of what was originally agreed at the start of the year had been somewhat lost over time. It was also identified, that whilst the TMO is paying for in-house ground works, which appears not to be done, the TMO is also paying for additional contractors to perform that same work. There were also complaints about the time, one of the cleaners started work in the mornings. (at this point there was some debate regarding derogatory comments made by a Board Member, which the Board Member eventually apologised for) The consensus of the meeting formulated the following proposals;</p> <p><b>Caretaker/Ground Maintenance position;</b> Salary [REDACTED] 5 hour week, 28 day leave per annum inclusive of Bank Holidays. Ground Maintenance, i.e. grass cutting and leaf clearing to be included within the duties of the position. Weekend rota to be included as part of contractual hours.</p> <p><b>(Motion)</b> That this Staff Review recommendation is acceptable Mover: Alan Milner – Seconder: Judith Gayle - carried</p> <p><b>Caretaker/Repairs Maintenance Position;</b> Salary [REDACTED] 35 hour week, 28 days leave per annum inclusive of Bank Holidays. Weekend rota to be included as part of contractual hours.</p> <p><b>(Motion)</b> That this Staff Review recommendation is acceptable Mover: Sana Abbad – Seconder: Ray Wells - carried</p>	
8	<p><b>Manager's Report</b></p> <p>Discussions on documents and schedules for the policy review, concerns of the [REDACTED]</p> <p><b>(Motion)</b> [REDACTED]</p> <p>Mover: Peter McCauley – Seconder: Zara Newton – carried</p> <p>The Board were informed that the Electoral Commission provided the cheapest quote, to conduct the five-year ballot of residents to remain a TMO.</p> <p><b>(Motion)</b> That the Electoral commission shall be engaged to carry out the ballot. Mover: Stuart Leveridge – Seconder: Sana Abbad – carried</p> <p>Stuart Leveridge gave reports on Tree Management &amp; CCTV installation. Stuart reported that Gristwood &amp; Toms had been approached to provide a quote for tree management on the estate. Apparently the quote is being sent to Brent Council. Christina Byrne asked if the TMO approached Gristwood &amp; Toms through the Council? This was not the case. Christina Byrne informed the meeting that as she was unsure, if the TMO had accepted responsibility for the trees on the estate via the MMA or if they were still the responsibility of Brent Council. She would let us know. The CCTV installation plans being provided by SCCI had experienced a slight change. It is now understood that the CCTV cables and trunking would have to be placed underground. Question was raised as to why we were installing a Number Plate Recognition Camera? what use would it serve the estate? when number plates could easily be seen via the CCTV camera from which still photos could be produced. Will the additional work affect the original quote?</p> <p>The Council has not yet initiated the Hot Water &amp; Heating Smart Monitoring; Christina Byrne said she would chase the item up. The question of Staff Safety</p>	

	and Lone Working, it was felt that more information would be required.	
<b>9</b>	<b>Treasurer's Report; Nothing to Report</b>	
<b>10</b>	<p><b>Any Other Business (Motion)</b> That the old office in 'A' block be converted into the TMO Board's Office Mover: Alan Milner – Seconder: Ray Wells – carried It is proposed that Liz Michael from Kilburn Square TMO be asked to provide a training programme for Board Members of the WGTMO. It was felt that the job vacancy for an Estate Manager for WGTMO be advertised as soon as possible. Both Mekor Newman &amp; Christina Byrne would help to circulate the job vacancy. Again, the consensus of the meeting felt that the salary for the job was too low to attract the right calibre of perspective candidates.</p> <p><b>(Motion)</b> That the Estate Manager vacancy be advertised with a salary of £ [REDACTED] Mover: Anne Faherty – Seconder: Alan Milner – carried Christina Byrne said she would help with the placement of the job advert. Mekor Newman addressed the meeting giving a brief outline of what his organisation does. It assess organisations and TMOs to identify procedural or organisational weaknesses and to provide reports/plans to help improve or strengthen any possible weaknesses within our TMO.</p>	
<b>11</b>	<b>Date of Next Board Meeting: Wednesday 25<sup>th</sup> October 2017</b>	

Motion

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

Mover.....

Seconder.....

Date.....