

WATLING GARDENS TMO LIMITED
TMO Sub-Committee Meeting
 (1st august 2018)
 7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
 Present: Kieran Bradley, Catherine Dack (Manager) Anne Faherty, Geraldine Keady, Peter McCauley, Alan Milner (Chair) Zara Newton, Judith Gayle.
 Apologies: Sana Abbad, Massimo Moro, Ray Wells.
 Chaired by: Alan Milner (Chair)
 Recorded by: Peter McCauley

Alan Milner opened the meeting and thanked everyone for attending. Alan went on to explain, and apologise for the miscommunication that impeded the July Board Meeting.
 Alan inform the meeting that this meeting would be a Sub-Committee Meeting, as the Estate Manager had some very important decisions that needed consideration and dealing with by the Board, before the next Board Meeting in September.

Lawtech	The Chair explained to the meeting his frustration and dissatisfaction, with the company called Lawtech, regarding their continual failed promises to the TMO. They have yet again failed to begin work on the garden area in front of Claire Court. Lawtech are now claiming that they never had an agreement with Brent Council to do the additional work on the estate.
TMO Annual Report	The TMO Annual Report has been compiled and published ready for distribution to the residents. Members of the Board had received draft issues, and the Estate Manager was awaiting authorisation to circulate the document. Motion That this TMO Board accepts the TMO Annual Review document, and approves circulation. Mover: Kieran Bradley – Seconder: Zara Newton – carried.
Board Training Plan	The Estate Manager informed the meeting that two options were available regarding the Board Training Plan. First Option; a series of meetings to be held, by an outside company, during the course of the year, dealing with all elements within the Board Training Plan. The cost of which, would be about £500 per meeting. Second Option; one meeting to be held, which will encompass all of the elements within the Board Training Plan. This meeting would be given by a member of the NFTMO, and this would be a cost of around £1,000. Motion That this TMO Board accepts the proposal for the single meeting for Board Training. (date to be arranged) at a cost of around £1,000 Mover: Peter McCauley – Seconder: Kieran Bradley – carried.
CCTV Additional camera quote	The Estate Manager informed the meeting, that a meeting had been held with SCCI, the previous day, to discuss proposals about costs of some additional CCTV cameras and other security work on the estate; (A) 3 CCTVs outside the main doors of the three blocks, facing the doors and the entry panels, at a cost of £2,250. (B) 1 CCTV outside the main entrance to Claire Court, at a cost of £898. (C) installation of a basic type of door intercom system to Claire Court. After some discussion, it was felt prudent that the Board accept the additional cameras of (A) and (B) at a cost of £3,148. The Board felt that a survey of Claire Court residents would be needed, to see if the work specifications could be meet. Motion That this TMO Board accepts the quotation for the installation of 4 additional CCTV cameras, at a cost of £3,148. Mover: Peter McCauley – Seconder: Anne Faherty – carried

Community Hall Lighting Upgrade	<p>The Estate Manager has received quotations, to upgrade the lighting equipment in the community hall. The overall cost to renew and replace the lighting will be £750.</p> <p>Motion That this TMO Board accepts the community hall lighting upgrade at a cost of £750. Mover: Anne Faherty – Seconder: Zara Newton – carried.</p>
Local Garage Policy	<p>The Estate Manager has drawn up a new policy for the management of garages on the estate. The new policy suggests that any future tenant/leaseholder, who terminates their tenancy/sells their leasehold, must also at that time surrender their garage agreement.</p> <p>Motion That this TMO Board accepts the new TMO Garage Management Policy Mover: Peter McCauley – Seconder: Zara Newton – carried</p>
Urban Canopy	<p>The Estate Manager has received a quotation from a company called Urban Canopy, who deals with gardening maintenance, training and community involvement in all aspects of gardening. They are prepared to train the TMO Gardener, make preparations in readying the new gardens for the grand opening in September and to start up & involve the resident's children in a gardening club, at a cost of £2,000.</p> <p>Motion That this TMO Board accepts the quotation and the work by the Urban Canopy company at a cost of £2,000. Mover: Peter McCauley – Seconder: Anne Faherty – carried</p>
Resident's Questionnaire	<p>The Chair, would like a lot more involvement and feedback from the TMO residents. In a hope to better understand resident wishes and aspirations, a questionnaire has been circulated to all residents seeking their ideas and suggestions to the direction of the TMO. The Chair indicated that financial grants are available, for different aspects of running a TMO, but unless we have the trust, support and understanding of the residents with the aims of the TMO, we will always experience an uphill battle trying to display that we are an open and transparent Board.</p>
E.A.C.H	<p>The Estate Manager has engaged the charity organisation E.A.C.H. This organisation will be conducting a resident's survey amongst the black & ethnic residents on the estate, to find out their particular thoughts & suggestions on what they would like the TMO Board to consider/regard in the respect of TMO management of the estate.</p>
Coach Trip	<p>The TMO sponsored resident coach trip to Broadstairs on the 11th August 2018 has been sold out. This is excellent news and the TMO Board wish everyone a pleasant day.</p>
Resident's Panel	<p>The Estate Manager would like to set up a Resident's Panel, for the engagement of residents primarily for the production, administration and responsibility of estate wide social and community event functions. Further, the Resident's panel can be used to appraise and gauge on aspects of TMO Board decisions.</p> <p>Motion That this TMO Board approves the formation of a Resident's Panel. Mover: Kieran Bradley – Seconder: Geraldine Keady – carried.</p>
Prentis	<p>The Estate Manager has engaged the company called Prentis. It is an organisation linked with other organisations in the London area, in the preparation of potential employment in the jobs market. They have experience in CV creation, skill testing, career consultancy and provide guidance and advice for work placement in the housing & public sectors. (A trial period of six weeks with Prentis has been initiated by the Estate Manager)</p>
September AGM	<p>The date for the TMO AGM has been set for the 19th September 2018.</p>
Playground	<p>The TMO has submitted proposals to receive a financial grant to improve/upgrade the playground. A decision on the grant, is expected sometime in August.</p>
New Garden Path	<p>The company called Waites, have very kindly donated their time and skill to create and install a pathway within the new garden area. A company called Selco has kindly donated the materials, needed for the pathway installation. The Board thanks both companies for their very kind and generous donations.</p>

Brent Housing Stock Survey	The Estate Manager informed the meeting, that all residents will be receiving a letter from a company called Pennington, who have been retained by Brent Council, to survey all the conditions of all their properties on the Watling Gardens & Claire Court estate. Indications are that this survey is very brief and will take no more than 10 minutes of resident's time.
Vulnerable Resident	A concern was raised about a vulnerable resident's behaviour, who spends undue amounts of time, day and night, patrolling the estate looking for rubbish and placing the found rubbish in the Bin Shed. This vulnerable resident is known to the TMO and to the health service.
Anti-Social Behaviour	Concerns were again raised, about the increase of anti-social behaviour on the estate, by individuals who do not live on the estate. The Estate Manager informed the meeting, that all cases of anti-social behaviour must be reported to the police. Police action these days is mainly in an information-lead response. The more data/information that residents can generate in regards to anti-social behaviour to the police, the more certainty that something may be done.
TMO Fun-Day	A TMO sponsored Fun-Day was held on the 28 th July 2018. Feedback from residents indicate that the event was a great success. The TMO Board would like to thank all those who took part in the organisation and supervision of the TMO Fun-Day, namely Geraldine Keady, Ellen Lord and also Zara Newton's Husband who provided the music. Also the TMO Board would like to thank all the younger residents who's help and effort made the Fun-Day a such success.
New Garden	The TMO would like to place on record, their grateful thanks to Zara Newton. Who was kind enough to help and assist in the collection of the plants, from the Chelsea Flower Show, and arranged and provided transport to get them to Watling Gardens.

Motion

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

Mover.....

Secunder.....

Date.....