

WATLING GARDENS TMO LIMITED

TMO Board Meeting

(25th April 2018)

7.30 – 9.30 pm

Minutes

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

Item	Description	Action
1	The Chairman opened the meeting and welcomed all attendees	
2	Declaration of Interests There were no Conflict of Interest declared by any member	
3	Minutes of Previous Meeting (Motion) That the minutes of 28 th March 2018 be accepted as a true record of the meeting. Mover: Sana Abbad – Seconder: Anne Faherty – carried.	
4	Matters Arising It was the consensus of the meeting, that the review of the Parking Policy and Parking Charges shall be of a priority, after this year's communication confusion. Brent Councillor, Lia Colacicco, was contacted about the rumoured removal of the zebra crossing, outside Watling Gardens. Lia reported that she has not heard anything of that nature, but will inform the TMO if she does. The appearance of the grounds on the estate, was raised again. It was noted that the 'first' grass cut of the year had just been made, and hopefully indicates a gradual return to the ground-keeping standard, the TMO expects. The meeting was informed that a request to Brent Council about the Fire Safety Report, which was carried out last year, had been made, but nothing has been received to date. It was also noted, that leaseholders had been assured that they would receive a document, regarding a Fire Safety Inspection of the new cladding, they havenot received a copy of the report.	
5	Chairman's Report Two employee's contract of employment are to be elevated to Permanent Contracts. The Chairman was very happy to recommend to the Board the value and commitment that these two employees brought to the TMO. (Motion) That this TMO Board accepts the proposal to accept the two employees on to permanent contract status. Mover: Peter McCauley – Seconder: Judith Gayle – carried. The Chairman brought to the Board's attention that the TMO Employee & Liability Insurance is up for renewal, at a cost of £3,270.24. It was also noted that the Catherine Dack (Estate Manager) had negotiated a reduced rate for the coming year. (Motion) That this TMO Board accepts the proposed quoted figure to renew the Employee & Liability Insurance. Mover: Kieran Bradley – Seconder: Anne Faherty – carried. CCTV Update: work to start the installation of the CCTV equipment will commence in the beginning of May. The Board were informed that the previous commencement date was lost due to contractor difficulties. The TMO Cheque Signatories, recognised and accepted to countersign TMO cheques, were Sana Abbad, Kieran Bradley, Peter McCauley & Zara Newton.	

	<p>(Motion) That this TMO Board accepts the proposed nominees of Sana Abbad, Kieran Bradley, Peter McCauley Alan Milner & Zara Newton as TMO Cheque Signatories. Mover: Alan Milner – Seconder: Peter McCauley – carried The Chairman produced a resignation letter from Stuart Leveridge, citing his poor health as the reason for resigning. The consensus of the board was to wish Stuart a speedy recovery.</p> <p>(Motion) That this TMO Board accepts the resignation letter from Stuart Leveridge. Mover: Alan Milner – Seconder: Peter McCauley - carried The Board considered a date, on which to hold an Open Resident’s Meeting. After some deliberation, the consensus of the meeting was to set the meeting on the 11th May from 1pm to 4pm. The outstanding work of Lawtech has still yet to be completed. It appears that Lawtech are waiting for Brent Council to sign-off on the work. The Chairman has asked councillor Lia Colacicco, if she would be able to assist in trying to speed up the process by contacting the relevant parties in this on-going saga. The TMO has received an invoice for £19,500 from the Tree Works, when the original quote for the work was £10,500. Both the Chairman and the Estate manager will be chasing up Brent Council and the company that did the tree work, to try and resolve this error in the figures.</p>	<p>Amended to include Alan Milner, who was omitted as Cheque signatory.</p> <p>Resignation Letter item added, that was omitted from original draft minutes.</p>
6	<p><u>Estate Manager’s Report</u> Catherine Dack outlined that she will be adopting a firmer approach to the collection of rent arrears and the turn-around of ‘Voids’ Catherine pointed out that the proposed increase of the Legal Fees in the 2018/19 Budget, is in recognition of the new firmer TMO stance on these issues. Also as reported in the press, when a ‘snap inspection’ is carried out by the Fire Brigade on the communal areas of buildings, and unauthorised obstacles or obstructions are found, which cause a ‘non-compliance order’ to be issued against the TMO, the TMO will have no option but to pursue legal cases against residents, who will not voluntarily comply with removing their possessions from those communal areas. The TMO fell short on a couple of it’s Housing Management Indicators. The target figure for rent collection is 99.5% the TMO managed 98.2% The target figure for rent loss through Voids is 0.8% the TMO managed 1.09% The improvement and co-ordination for the turn-around of 24 days for a Void with the expectation to do better along with the firmer approach on rent arrears should put the TMO in a better position on the Housing Management Indicators next year. Staff Training with Brent Council and external bodies will be a development that will enhance and elevate the TMO business. The draft budget for 2018/19 contains the ‘one-off’ costs of the tree works and for the supply and installation of the new CCTV. Also the TMO offices, reception area and the community hall are all over due for re-decoration, and as such a budgeted figure of £2,500 has been set aside for this work. The MMA Sub-Committee needs to get together urgently, for needed decisions to get the MMA signed and delivered. Also, Business and Training Plans need to be formulated, developed and agreed by the Board. The Chairman and the Estate manager are having regular meeting to keep on top of problems or issues as they arise. The Manager, Chairman and Cllr Colacicco are working on the development of three projects for Watling Gardens. Renewal of the Playground, an out-door gym and a garden development for dementia suffers. Quotes for the the enhanced lighting and painting for the parking area under the podium, are being sought, in line with the safety and security report recommendations from last year. All gardening tools and machinery have been repaired. Weather permitting, the improvement to the visual enhancement of the estate will continue throughout the year. The TMO conducts a monthly inspection of the grounds of the estate. Catherine asked that Board Members be involved in this ‘walk-around’ as well. Judith Gayle and Kieran Bradley both offered their assistance. Catherine presented the Board Members with a Terms of Reference of Sub-Committees, which needed to be adopted by the Board to comply with the</p>	

	<p>Improvement Plan. The Board gave a preference decision to their requirement to an evening and/or online training sessions for the Board.</p> <p>(Motion) That this TMO Board accepts and adopts the document Terms of Reference of Sub-Committees Mover: Peter McCauley – Seconder: Anne Faherty – carried</p> <p>(Motion) That this TMO Board endorses an undertaking to the development of three projects, for Watling Gardens. Renewal of the Playground, an out-door gym and a garden development for dementia suffers. Mover: Sana Abbad – Seconder: Anne Faherty – carried</p>	
7	<p><u>Treasurer’s Report</u> The Draft TMO Budget for 2018/49 was presented to the Board for acceptance. It is noted that this budget included the ‘one-off spend’ on the Tree Work & CCTV thus going over-budget by some considerable margin.</p> <p>(Motion) That this TMO Board accepts the 2018/19 Budget Mover: Peter McCauley – Seconder: Judith Gayle – carried</p> <p>The final financial report of the financial year 2017/18 was presented to the Board. It showed that the TMO had over spent on its budget by about £14,872. This was incorporated additional ‘one-off spends’ of £6,000 on pigeon netting for balconies, £2,500 for ground work, £3,000 additional Void work and £800 for the five yearly TMO Ballot. Added to the fact, that the expected uplift in the TMO Allowance from Brent Council for 2017/18 didn’t come through.</p>	
8	<p><u>Any Other Business</u> It is the firm intension of the TMO Board to ‘align’ all employee contracts on the issue of week-end working, in the next annual staff review.</p> <p>Can the WGTMO Newsletter ask for volunteers for gardening work on the estate and also for Board membership? Kieran Bradley will contact coach companies, with a view to getting a price estimates, for a possible future resident excursion to the seaside.</p>	
9	<p>The date for the next TMO Board meeting will be Tuesday 29th May 2018. Mover: Anne Faherty – Seconder: Alan Milner - carried</p>	

Motion

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

Mover.....

Seconder.....

Date.....