

WATLING GARDENS TMO LIMITED

TMO Board Meeting

(Wednesday 28th February 2018)

7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
 Present: Judith Gayle, Geraldine Keady, Stuart Leveridge, Peter McCauley, Alan Milner (Chairman), Massimo Moro, Ray Wells.
 Apologies: Sana Abbad, Kieran Bradley, Anne Faherty, Zara Newton
 Chaired By: Alan Milner (Chairman)
 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 31 st January 2018 be accepted as a true record of the meeting. Mover: Massimo Moro – Seconder: Judith Gayle - carried	
4	<u>Matters Arising</u> The meeting discussed several ideas on the issue of Motor Cycle Parking on the estate. Several similar ideas were put forward, which suggested the common idea of setting aside an area on the estate to be establish as a designated parking area(s) for motor cycles. It was the consensus of the meeting, that the costings of converting a small grassed area to a paved area specifically for motor cycles should be drawn up It was also agreed that motor cycles shall be prohibited from parking in any parking bays, commencing from April 2018. It was also agreed to introduce a parking permit charge for motor cycles, £5*, commencing April 2018. The question of parking permits being issued to vehicles whose owners no longer lived on the estate. It was decided that this practice would also stop commencing April 2018. The meeting also agreed that residents who repeatedly breached the agreed principles, of the Visitor's Parking Permit, shall have their Visitor's Parking Permit revoked. The issue of the formation of a Resident's Garage Register, is ongoing. The increase of the charges for Vehicle Parking Permits (with the exception of the Visitor Parking Permit) shall increase by £5 commencing April 2018 (Motion) That the recommendations of the meeting regarding TMO Parking changes and charges be accepted En Bloc Mover: Alan Milner – Seconder: Geraldine Keady - carried	(* corrected figure)
5	<u>Manager's Report</u> CCTV; the Chairman gave the meeting an update on the CCTV installation. The Chairman asked why are the CCTV company still contacting Stuart Leveridge? Stuart explained that the CCTV people did try to contact the Estate Manager, to arrange an appointment to survey the estate with regard to the placement of the CCTV cameras and associated equipment, but on that day the computers were not working in the office, and as such no emails could be received. The CCTV people then obviously contacted the only other person, whose contact details they had on record, to make the arrangements. The CCTV people have successfully arranged a new meeting date for Monday 5 th March. The Chairman asked Stuart, not to take any further unauthorised action or role in the CCTV installation programme. Trees; this issue is still ongoing. The Repairs Officer outstanding salary question. This matter has now been	(Explanation verified by Estate manager) (New Contract verified by Estate manager)

	<p>satisfactorily concluded with the signing of a new contract. The new Estate Manager has been invited to the next Board Meeting, hopefully all Board Members will be in attendance. Lawtech: still failing to meet their obligations, regarding outstanding repairs across the estate. The problems in A Block, regarding blockages to the 'soil pipe' from the toilets in resident's flats, is caused by used baby's nappies/ baby wipes and female sanitary products being flushed down the toilets, instead of being discarded down the rubbish chute.</p> <p>Recommendation: that the TMO Office shall send out a multi-language flyer to inform residents of how to dispose of these items correctly.</p> <p>The Chairman said that he has been very impressed of the work performed by member of staff, Joe Kerrigan, especially over this recent period of Snow Fall. Whereby Joe has kept the pavement areas clear and gritted. The meeting was in full agreement that the Estate Manager should give Joe Kerrigan a letter of commendation, and express the thanks of the Board to him The Chairman also informed the meeting that he had found our other cleaner, Helen Yu, cleaning the street outside of the estate. When asked why she was doing this, she replied that a resident had complained to her about the state of the pavement area on the other side of the boundary fence. Christiana Byrne has asked that a meeting be held with herself & Brent finance Officer, TMO Chairman, TMO Treasurer, TMO Finance officer and the TMO Estate Manager, to discuss the TMO Allowance Calculation.</p>	(prosed meeting date 28- March 2018)
6	<p>Manager's Report The Estate Manager and the Chairman meet regularly thus keeping outstanding business to a minimum. 81 WG being viewed, 107 WG previously owned by a leaseholder. Has been sold back to the Council. Currently being refurbished before letting</p>	
7	<p>Improvement Plan The meeting was briefed on the 'improvement plan' and the majority of elements, within the control of the TMO, that have already been actioned.</p>	
8	<p>Treasurer's Report Questions on; Void Servicing – TMO Co-Ordination and Building & Cleaning Services, were raised and answered.</p>	
9	<p>Any Other Business (A.O.B) It was commented, that with the introduction of the new Estate Manager, it should be seen a good opportunity for a fresh start for the TMO Board and the Members of Staff, for a firmer, better and resolute understanding and accountability, amongst this dedicated group of people who are all working towards the same goal and objectives.</p>	
10	<p>Next Board Meeting Wednesday 28th march 2018</p>	

Motion

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

Mover.....

Seconded.....

Date.....