

WATLING GARDENS TMO LIMITED

TMO Board Meeting

(Wednesday 31st January 2018)

7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
Present: Sana Abbad, Kieran Bradley, Anne Faherty, Judith Gayle, Peter McCauley, Alan Milner (Chairman) Zara Newton, Rashid Shalizi.
Apologies: Geraldine Keady, Stuart Leveridge, Massimo Moro, Ray Wells.
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 29 th November 2017 be accepted as a true record of the meeting. Mover: Kieran Bradley – Seconder: Anne Faherty - carried	
4	<u>Matters Arising</u> The Chairman informed the meeting that the decorating work on the TMO Office in block A is complete, but the Macerating Toilet will cost about £950 to repair. The issue of Motorcycles parking in 'parking bays' is causing concern, but as motorcycle parking, is absent from the Watling Gardens Parking Policy, the Chairman asked for ideas and suggestions from Board members to be brought to the February Board Meeting for inclusion into the reviewed parking policy for March.	
5	<u>Chairman' Report</u> CCTV: The Chairman explained to the meeting that a Board Member has taken it upon themselves, to seek quotes from companies for the installation of CCTV on the estate. It was originally envisaged that the Board Member would simply accompany and guide, the various companies gathering information upon which to produce a quote for the works. The Chairman and the Estate Manager, had informed the Board Member not to get involved with the actual quote process. The Chairman advised the Board Members present, to the correct procedure and conduct required from Board Members when acting for, and on behalf of, the TMO Board and the authority required and needed 'before' they can do so. The Chairman had two quotes to present to the Board. One from SCCI and one from DTS, the latter quote being handed to the Chairman at the start of the meeting. (Motion) That this Board recommends that the two CCTV Quotes be progressed to the Estate Manager, to scrutinise and appraise each quote with a view to commencing work upon the installation of CCTV. Mover: Zara Newton – Seconder: Anne Faherty – carried. Trees: The Chairman outlined the proposed works to be done on and around the estate regarding Trees. The Chairman also informed the Board that, not only are TFL involved with the work (traffic management) but also Camden Council as the Tree Works may impact on roads on Camden's side of the A5. It is anticipated that the Tree Works will take about five days to complete. Draft Policies: The Estate manager has drawn up two draft policies for the Board to consider, which are part of the requirement of the new MMA. One for Hospitality and Gifts, the other for the Confidentiality for Staff and Board Members.	

	<p>(Motion) That this board accepts the the policies, Confidentiality & Hospitality with our thanks to the Estate Manager Mover: Anne Faherty – Seconder: Kieran Bradley – carried. Garages: The Chairman is trying to get to gather information on the distribution of garages rented to estate residents and non-residents. Employee Pay: The Chairman informed the Board, that two Staff Members had successfully completed their probationary period and had receive a £ [REDACTED] increase. The Repairs Officer, who has not received a salary increase for some years and who apparently, for reasons unknown, has slipped through the 2017 pay review, shall receive an increase in salary of £ [REDACTED]</p> <p>(Motion) That this Board accepts the Chairman’s recommendations on employee pay. Mover: Judith Gayle – Seconder: Kieran Bradley – carried. Improvement Plan: This item was provided by Newman Francis on behalf of Brent Council. It is intended that by accepting the recommendation within the Improvement Plan, would improve communication, understanding and the relationship between TMO residents, the TMO Board and Brent Council. Whilst it is understood that the TMO Board can embrace and adopt elements within the Plan that it able to do so. It has to be recognised that elements of the Plan, fall outside the actual control of the TMO Board to implement.</p> <p>(Motion) That this Board accepts, in principle, the requirements of the Improvement Plan and will action the elements within the Plan that it able to do so. Mover: Zara Newton – Seconder: Judith Gayle – carried. New Estate Manager: The Chairman gave the Board Meeting a briefing on the selection and successful recruitment of a new Estate Manager. Catherine Dack was offered and has accepted the job of Estate Manager for Watling Gardens. Pay & Conditions to be negotiated, and on production of references and/or other documentation, will be starting work on the 26th March 2018.</p>	
6	<p><u>Manager’s Report</u> As stated within the manager’s report, the Chairman and the Estate Manager have been meeting on a day to day basis, thus most items/issues have already been addressed. The estate manager has agreed to help with the compiling, updating and drafting Staff Contracts and Contracts of Employment.</p>	
7	<p><u>Treasurer’s Report</u> The Board decided to wait until a later date to deal with the agenda. The November Financial Report was presented to the Board.</p>	
8	<p><u>Any Other Business (A.O.B)</u> Lawtech: will be providing contractors to make good, work they left outstanding on the estate. Open Resident Meetings: it is proposed to hold three open meetings for residents this year, the first being held in April. TMO Newsletter: it is proposed to issue three or more Newsletters per year to residents.</p>	
9	<p><u>Next Board Meeting</u> Wednesday 28th February 2018.</p>	

Motion

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

Mover.....

Seconder.....

Date.....