

# WATLING GARDENS TMO LIMITED

## TMO Board Meeting

(Wednesday 28<sup>th</sup> March 2018)

7.30 – 9.30 pm

### Minutes

Location: Community Hall (Block C)  
Present: Sana Abbad, Kieran Bradley, Catherine Dack (estate manager) Anne Faherty, Stuart Leveridge, peter McCauley, Alan Milner (chairman) Massimo Moro, Zara Newton, Ray Wells  
Apologies: Geraldine Keady.  
Chaired By: Alan Milner (chairman)  
Recorded By: Peter McCauley

Item	Description	Action
1	The Chairman opened the meeting and welcomed and introduced the new Estate Manager, Catherine Dack, to the TMO Board.	
2	<b>Declaration of Interests</b> There were no Conflict of Interest declared by any member	
3	<b>Minutes of Previous Meeting (Motion)</b> That the minutes of 28 <sup>th</sup> February 2018 be accepted as a true record of the meeting. Mover: Anne Faherty – Seconder: Sana Abbad - carried	
4	<b>Matters Arising</b> A circular has been distributed across the estate (today), to inform the resident about the new parking permit charges commencing 1 <sup>st</sup> April 2018, but had incorrectly shown the wrong figures. The chairman suggested, that as the circular has already been distributed, that the Board should accept the figures shown for this year. The consensus of the Board Members present felt that this would not an appropriate action to adopt. The Board insisted that a new circular be distributed, with the correct parking permit charge figures as per the Board Resolution of the February 2018. Stuart Leveridge asked for an apology, as he felt he had been maligned at the last Board Meeting, regarding alleged misinformation over the SCCI contractors and himself. The Chairman insisted, that no one owes anyone an apology, as he was merely asked why the SCCI contractors contacted him, and the Chairman was satisfied with the response shown in the February 2018 minutes. The Chairman informed the Board that the outstanding work of Lawtech, had been priced up and was now waiting to be signed off, prior to the outstanding work commencing.	
5	<b>Chairman's Report</b> The Chairman requested Board Member names, wishing to attend the National Federation of TMOs (NFTMO) this year at Blackpool, from 29 <sup>th</sup> June – 1 <sup>st</sup> July. A recent unannounced Health & Safety inspection by the Fire Brigade, had identified continuing breaches of individuals leaving personal items, in the communal areas of the flats. The Chairman asked that if Board Members become aware of such breaches, to politely inform the resident or report it to the office. Hopefully a circular reminding residents of keeping the communal areas clear, will be issued. The cost to the TMO of the recent tree management work was £10,000. The Fordwych Road Resident's Association is trying to implement a review, for the removal of the zebra crossing on Shoot Up Hill. The Chairman and Estate Manager are expecting to meet with local Brent Councillor Lia Colacicco, and will raise the issue with the councillor. CCTV; the work is expected to commence tomorrow 29 <sup>th</sup> March. Their equipment has been stored on the estate, in readiness for the commencement of the work. It	

	is also envisaged that the old CCTV wires hanging between the blocks will be removed.	
6	<p>Two updated policy documents were reviewed by the Board. (Scheme of Delegation &amp; Conflict of Interest Policy) The Conflict of Interest document, was accepted with the slight amendment of deleting example 1 and renumbering the rest. The Scheme of delegation was also accepted.</p> <p><b>Motion</b> That this Board accepts the reviewed Conflict of Interest &amp; Scheme of Delegation 2018 policy documents. Mover: Zara Newton – Seconder: Anne Faherty – carried.</p>	
7	<p><b>Improvement Plan</b> As previously reported, the Improvement Plan dated January 2018, as far as the TMO can implement, has been done so. Further, the latest status of the internal audit recommendations, dated 7<sup>th</sup> March 2018, is also almost completed.</p>	
8	<p><b>Treasurer’s Report</b> The Board were briefed, about a meeting held earlier that day with Christiana Byrne and David Bishop. This meeting was in response to a letter, from the TMO, in regards to some pertinent questions regarding the proposed management allowance, sent to Christina Byrne of Brent council. David Bishop, a finance manager with Brent Council, outlined, how the council accounts created their ‘unit costs’ figures, upon which the benchmarked TMO Allowance is calculated. These figures are based on the 15/16 financial year. It is recognised that these audited costs are already out of date, as the 16/17 audited cost have just recently been submitted. Answers, based upon the questions within the letter, were all given very informatively and definitively. Not always to the liking of the TMO but accepted understanding the reality behind the answers. Eventually an allowance figure of £216,471 was settled upon and agreed. Some uncertainty as to if the new amount would be received in the first quarter of the new financial year, but definitely from second quarter forwards. Question were raised on items within the February Financial Report. The staff mobile phone allowance and the methodology behind it. The Estate Manager said that she would look into it. Also raised the weekend cleaning rota, which the Board believes had been settled some months ago, again the Estate manager will investigate.</p>	
9	<p><b>Any Other Business (A.O.B)</b> The appearance of the estate grounds was becoming and looking a bit unkempt, will this be dealt with shortly? It is believed that the grounds equipment is in a state of disrepair or broken. Considering the first question, it seems a bit odd. Will this be also dealt with? The perception of insecurity and vulnerability amongst residents on the estate, seems to be growing, knowing that there is no CCTV, along with all the unknown people gaining access to the blocks on the estate. The fact that residents, who don’t know who has ‘buzzed them up’ will allow them access to the block, doesn’t help the situation. The Chairman reiterated that the CCTV work is commencing tomorrow, which will hopefully help to alleviate these fears. The TMO will be conducting a visual inspection of the ‘door close arms’ over the weekends, to gain access to resident’s properties, who they could not inspect during the working week. The TMO is still waiting upon the promised Fire Safety Report from Brent Council. Stuart Leveridge informed Board Members that he will be getting a new mobile number next week.</p>	
10	<p><b>Next Board Meeting</b> Wednesday 25<sup>th</sup> April 2018.</p>	

Motion

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

Mover.....

Secunder.....

Date.....