

WATLING GARDENS TMO LIMITED

TMO Board Meeting

28th November 2018

7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
Present: Kefale Alemu, Kieran Bradley, Sacha Clarke, Catherine Dack (Manager) Anne Faherty, Judith Gayle, Geraldine Keady, Peter McCauley, Zara Newton, Rashid Shalizi, Ray Wells.
Apologies: Massimo Moro.
Guest(s): Emily Ray Maxwell (External Partnership Manager Brent Council)
Chaired by: Ray Wells (Chairman)
Recorded by: Peter McCauley

1	<p>Zara Newton (TMO Secretary) opened the meeting and welcomed everyone. Zara explained that that items 2 and 3 of the Agenda called for the election of a Chairman and Vice-Chairman, and as such, sought nominations from the meeting. After some discussion the consensus of the meeting was for Ray Wells to be Chairman and Kieran Bradley to be Vice-Chairman.</p> <p>(Motion) That this TMO Board accepts the nominations of Ray Wells for Chairman and Kieran Bradley for Vice-Chairman. Mover: Geraldine Keady – Seconder: Anne Faherty – unan.</p>	
4	<p><u>Declaration of Interests</u> There were no Conflict of Interest declared by any member</p>	
5	<p><u>Minutes of last Board Meeting</u> The minutes of the last Board Meeting were accepted as a true record of the meeting. Mover: Anne Faherty – Seconder: Zara Newton - carried</p>	
6	<p><u>Matters Arising</u> Questions raised, will be answered during the manager's Report.</p>	
7	<p><u>Items of Business</u> Door entry system for Claire Court – further costings to be sought Estate Storage – the estate has limited availability for residential storage. Hall Hire Policy update – the recommendations of the manager were accepted.</p> <p>(Motion) That this TMO Board accepts the recommended updates to the Hall Hire Policy. Mover: Kieran Bradley – Seconder: Kefale Alemu – carried</p> <p>Estate Bench – After much passionate discussion, the Board considered the sincere comments from the Estate Manager and the Council representative, plus the assurance that the removal of the bench, would not be a cost to the TMO, the Board reluctantly agreed to allow the removal of the bench.</p> <p>(Motion) That this TMO Board, reluctantly, authorises the removal of the estate bench. Mover: Anne Faherty – Seconder: Rashid Shalizi – carried</p> <p>Vouchers for Staff – the Board agreed to a gift staff voucher of £50.</p> <p>(Motion) That this TMO Board authorises gift vouchers of £50 each, to members of the TMO staff. Mover: Zara Newton – Seconder: Anne Faherty – carried</p> <p>Trial Bi-Monthly Meetings – It was felt by the Board that Bi-Monthly meetings, were not meeting the business requirement of the Board, and as such, monthly meetings shall resume commencing in January 2019.</p> <p>Two Board Sub-Committees – The Board accepted the recommendations and the terms of agreement, for the Social Development and Playground sub-committees. A special note of grateful thanks for Sacha Clarke and Rabanna, and others who were involved with the Children's film night, from the manager and members of the Board.</p> <p>(Motion) That this TMO Board accepts the formation of the Social Development & Playground sub-committees. Mover: Geraldine Keady – Seconder: Judith Gayle – carried</p> <p>TMO Cheque Signatories – the Board accepted the proposal of Ray Wells and Sacha Clarke to be added to the cheque signatory list.</p> <p>(Motion) That this TMO Board shall add Ray Wells and Sacha Clarke to the TMO cheque signatory list.</p>	

	<p>Mover: Peter McCauley – Seconder: Kefale Alemu – carried.</p> <p>TMO Board Training – The Board accepted the proposal to have Bite-Size training sessions before each Board Meeting.</p> <p>Children’s Christmas party – Geraldine Keady and Zara Newton volunteered to organise a Christmas party for the children on the estate. The Board agreed a provisional budget of £200 for the event.</p>	
8	<p><u>Manager’s Report</u></p> <p>The Manager gave a synopsis to the written report before the Board Members, the majority of which was for information purposes to the Board. Items include;</p> <p>TMO KPI’s</p> <p>Ongoing negotiations with Brent Council, tree work costs.</p> <p>Final payment to SCCI for the completion of the CCTV installation.</p> <p>(Motion)</p> <p>That this TMO Board authorises the final payment to SCCI</p> <p>Mover; Anne Faherty – Sacha Clarke – carried</p> <p>Ongoing problems with Lawtech – Perspex glass for C- Block and levelling the ground in front of Claire Court</p> <p>Fitment of external tap by Wates, for the Dementia Gardens.</p> <p>Macmillan fund raising event raised £145.10 for the charity – well done to everyone involved.</p> <p>Funding has been sought from the Big Lottery Fund.</p> <p>A meeting is to be arranged with Dave Oldroyd, an experienced bid-writer, to help with TMO funding</p> <p>The TMO has successfully bid for, and won, a grant of £150 from Veolia Environmental Services, to help pay towards the maintenance of the Dementia Gardens. Catherine expressed her thanks and gratitude to Kefale Alemu, for his contributions to the gardening of the Dementia Gardens – well done Kefale.</p> <p>The TMO office will be closed early on 14th December, for the Staff Party.</p> <p>(other matters of the Manager’s Report have been dealt with earlier in the meeting)</p>	
9	<p><u>Treasurer’s Report</u></p> <p>Two financial Reports, September and October, were presented to the Board.</p> <p>The September Report included £750 for new community hall lighting & £110 for the Dementia Garden Opening Day, and the cost of flowers, £40, for a deceased tenant.</p> <p>The October Report included - £400 for the painting of the community hall.</p>	
10	<p><u>Any Other Business</u> NONE</p>	
11	<p><u>Date of Next Meeting</u></p> <p>Wednesday 30th January 2019</p>	

Motion

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

Mover.....

Seconder.....

Date.....