

WATLING GARDENS TMO LIMITED

TMO Board Meeting

30th January 2019

7.30 – 9.30 pm

Minutes

Location: Community Hall (Block C)
Present: Kefale Alemu, Sacha Clarke, Catherine Dack (Estate Manager) Anne Faherty, Judith Gayle, Peter McCauley, Zara newton, Ray Wells (Chairman)
Apologies: Massimo Moro. Geraldine Keady.
Guest(s)
Chaired by: Ray Wells (Chairman)
Recorded by: Peter McCauley

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 Last Board Meeting That this TMO Board shall accept the minutes of 28 th November 2018, as a true record. Mover: Zara newton – Seconder: Judith Gayle – carried.	
4	Items of Business The annual TMO Policy Review, was carried out, with only some minor updating of previously agreed charges, in the Finance & Hall Hire Polices being required. All other policies; no changes. (Motion) That this TMO Board accepts the annual review and updates of the TMO Policies. Mover: Zara Newton – Seconder: Anne Faherty – carried. Parking Charges: this item to be concluded at the February Board Meeting. Motor Cycle Parking Area: It was the consensus of the meeting that an investigation-walk, takes place prior to the next Board Meeting, to establish suitable site proposals. Security: A debate took place regarding security on the estate. Whilst it was felt that the TMO Office was a kind of on-site security facility, the Estate Manager reiterated several times, that if residents are aware of anti-social behaviour or crime, on or around the estate, it is expected that they first inform the Police or for the sake of anonymity, they should report their concerns to Crime Stoppers on 0800 555 111. It was also discussed about residents being able to access the estate CCTV recordings, in the case of anti-social behaviour or crime, again the Estate manager re-iterated the TMO policy on the use of CCTV images, and the requirements of a crime-number. Also the Estate Manager explained the TMO's legal requirements, to adhere to the new General Data Protection Act 2018 (GDPR)	
5	Chairman's Report The Chairman informed the meeting that he was in regular contact with the Estate Manager, and has also accompanied the Estate Manager on Inspection Walks. CCTV: Some problems have been identified with the CCTV cameras under the 'podium'. It was originally planned to have rotating cameras under the 'podium' but static cameras had been fitted. ASB: Youths are still coming onto the estate, and gathering in and around the 'podium' area. The Estate Manager assured the meeting that the Police and Brent Council, have been made aware of this Anti-Social Behaviour. Again, the Estate Manager emphasized the duty of residents, to assist in the reporting of ASB to the Police or Crime Stoppers, if only to assist these bodies creating a viable database record of this type of ASB. Further the meeting was concerned about 'suspect vehicles' coming onto the estate. Again, residents should express their concerns to the Police or Crime Stoppers. It was the consensus of the meeting that the TMO Office, distribute a leaflet to all residents, informing them of the correct procedure in reporting crime/anti-social behaviour, on the estate, and the provisions of their Tenancy Agreements, regarding crime/anti-social behaviour. Small Office, Block A: It is proposed that the small office in Block A, be rented out to produce a revenue stream for the TMO. The TMO has been approached, for a computer and creative area to be provided, for the residents of the estate and the wider community. (Motion) That this TMO Board accepts the proposal to rent-out the small office, on a renewable short term basis, with the implicit understanding that any insurance liability, of any business renting out the small office, will be solely the responsibility of that business. Mover: Anne Faherty – Seconder: Zara Newton – carried. Clare Court: 12 replies have been received by the TMO Office, regarding a questionnaire about the installation of a Key-Pad Door Entry System to their block. 9 replies were Yes, 3 replies were No.	

	<p>(Motion) That this TMO Board authorises the fitment of a Key-Pad Door Entry System to the relevant Claire Court block. Mover: Ray Wells – Seconder: Anne Faherty – carried.</p>	
6	<p>Manager's Report Catherine informed the meeting that a resident of Watling gardens had passed away, a few days earlier. The Board expressed their condolences to the family of the deceased. <u>New Lighting:</u> Has been installed along the bungalows, which become brighter when movement is detected. <u>Rent Collection:</u> December has seen a down turn in the Rent Collection Rates for the TMO. The TMO office are working hard to ensure that the Rent Collection Rates improve. Residents must be made aware, that weekly-rent payments must be paid, one week in advance, as per their tenancy agreement. <u>SCCI:</u> The CCTV people are due back to finalise outstanding equipment installation, and to remove the wires between Blocks A, B & C. <u>Tree Works:</u> These are on-going negotiations between the Council and the TMO. <u>Lawtec:</u> Continuing problem trying to get them to re-lay/level the grounds in front of Claire Court. <u>Community:</u> A Movie Night for the children and a Senior's Christmas party was provided by the TMO. The Board is grateful to all those involved with the provision of both functions. Many Thanks. <u>Dementia café:</u> Hopefully to be opened in April. It is envisaged to recruit a Dementia Co-Ordinator to oversee the required specifics of this venture. It has to be noted that Catherine was very instrumental in the successful bid for money from the National Lottery Fund. Well done Catherine. <u>Major Void Work:</u> Two empty flats requiring void work, one requiring asbestos removal, will have to be completed prior to them being re-let.</p>	
7	<p>Training Module – Introduction to TMO's First of monthly Board Training Modules completed.</p>	
8	<p>Treasurer's Report The Board were briefed on the November & December Financial Reports. One big TMO spend identified in the November Report, was the final balance payment to SCCI for the CCTV works. The Estate Manager stated that she wishes to repudiate speculative rumours that she has heard regarding the state of the TMO finances. With a TMO Financial Officer, Treasurer and Estate Manager overseeing all spending of the TMO finances, the TMO finances are in good shape and are correctly managed. Also, the Estate Manager informed the meeting that new software would be need to be purchased, by the TMO, to comply with the new HMRC legislation on VAT collection.</p>	
9	<p>Any Other Business. NONE</p>	
10	<p>Next Board Meeting. Wednesday 27th February 2019</p>	

Motion

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

Mover.....

Seconder.....

Date.....