

Management Committee	Minutes
Date	01 December 2015
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Distribution	Management Committee* L.B. Camden** Auditors

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Item 1: Refreshment- 6.15pm

Meeting Started at 6.45pm

Item 2: Members Attended: Lorraine Isaac (LI), Robina Fellows (RF), Elizabeth Henderson-Sambell (EHS), Barbara Wilson (BW) Malcolm Bush (MB), Clare Wincza (CW), Nicola Broadhurst (NB) and Andre Eze (AE).

Item 2a: Apologies: Kerry Simpson (KS), Silvia Kirk (SK), Chenjerai Shire (CS) and Peter Humble (PH)

Item 2b: In Attendance: Francis Owusu-Sekyere (FOS) Estate Manager, Carol O'Shea (COS) Estate Officer (Minutes), Kim Thompson (KT) LB Camden.

Item 2c: Guests: Lee Page (LP) LB Southwark and Noorun Khan (NK) Observer.

LI welcomed everybody including guest Lee Page and suggested the meeting go through the previous minutes first and reserve the matters arising after LP's presentation.

Item 3: Previous Minutes: Dated 20th October 2015 agreed as a true record and signed by EHS and BW.

Item 4: Grow your TMO – Talk by Lee Page: He introduced himself as the Resident Involvement Manager Southwark and told members his Borough have 15 Tenant Management Organisations (TMOs) in managing 4,500 properties with another 3 TMOs in development. This makes Southwark the most supportive Council of TMOs in UK. He gave a brief overview of the proposed Housing Bill which seeks to introduce the sale of Local Authorities' high value properties when they become

void (30% of Camden stock falls within this band) and linked it to the need of TMOs to expand for survival.

LP spoke about TUPE within transfer of properties and offered explanations and then moved on to talk about the pros and cons of expanding a TMO. He explained the two processes for TMO expansion being the voluntary and formal routes in detailed.

Some of the highlighted points are noted below:

- Voluntary route is by arrangement between the Landlord and the TMO wishing to expand, this is the easiest and quickest route for expansion.
- Formal route is right to manage process if landlord is not supportive. This will lead to balloting the incoming tenants' estate.
- The TMO will need an independent advisor to help with their business case to the Landlord.
- Make an offer of services the TMO can provide to the incoming tenants.
- Change Company rules to allow membership to be granted to incoming members and expand the beneficial area.

Handouts with full details of the presentation were given to members. – Copy attached to these minutes.

Item 5: Matters Arising:

- 4b) LI wanted to know when MC training spreadsheet will be sent out - COS explained unable to this due to illness, will be done after Christmas and preferably when the ITDS training programme comes out next year.
- 4c) Cost of IT Remote Support –COS advised we have received an email from Omni Léger offering £500 discount on the renewal of the current enhanced support when w the cost for remote support was requested. It was noted we only use repairs and shared drive of pyramid therefore the total cost support of £5K is expensive. FOS to check for another company or try chicks for cost comparison. FOS also to establish whether pyramid is separate from windows server or not.
- 4d) Underwriting of Pensions, any update from KT – COS informed members that office staff have met with officers from Camden Pensions and they advised the pension is underwritten whilst ARHC is participating, it crystallises when there is no employee and ARHC will have to pay the deficit of over 600K. It is therefore beneficial for ARHC to have at least one staff in the scheme at all times. KT explained the reason ARHC joined the pension scheme was to do with TUPE when the co-op was set up.
- 4g) Contents insurance – FOS advised photos of office equipment taken and stored away from the office.
- 1) Request to Regeneration team to protect current office rent with Camden to prevent increases when new office is provided under the estate regeneration - FOS advised email sent to Dan awaiting response.
- Item 10 c) Did you request reduction in rent because of Wates using premises, etc. – FOS cannot be done they will not reduce rent as they are improving the estate.

FOS

FOS

Item 6: Camden Internal Audit: Internal audit report postponed to next MC meeting, FOS to send risk register to MC members before next meeting.

FOS

Item 7: Estate Manager Report:

- 2.3 Snowman House Fire – progress on works being carried out in the affected flat discussed.
- 2.5 Lobbies – LI briefed members on a meeting she and FOS had with Paul Leavey and Ann Quinlan of Camden regarding the refurbished lobbies. Paul Leavey was adamant to pull the ceilings down for non-compliance of fire Regulations. Under the circumstance, LI instructed FOS engage the services of an independent fire consultants to for assessment of the work done. International Fire Consultants Limited (IFC) were contracted, their report which was sent to all MC members clearly gives the opposite of Paul Leavey’s assertion. FOS advised he has now received an email from Ann Quinlan that the ceilings will not be pulled down following the IFC report. Members asked questions and were answered by both LI and FOS.

Item 8: Election of Vice Chairman: No one was elected. However it was noted any member can be asked to chair MC meeting in absence of the chairman since our organisational Rules do not preclude this.

Item 9: Correspondences: Fire Assessment report sent to members together with other papers for this meeting.

Item10: A.O.B:

a. Mike Forde former Chair gift £100 M&S Voucher KT suggested this be run passed the auditors, CW suggested we make sure that it is legal, financial and by our rules. It was also suggested and agreed that such presents will be made to MC members who severed for 10 years or more.

FOS

b. Noorun Khan a former MC member co-opted back to the MC on unanimous vote by show of hands.

c. Xmas party – FOS to arrange for MC members to have Christmas dinner at Little Bay or any other suitable Restaurant. Staff Xmas lunch to be arranged for 22nd December 2015, the office will be closed at 2pm on the day.

FOS

Meeting Ended at 9.00pm.

Date of Next Meeting: 12th January 2016

Signed: _____

Signed: _____

Print Name _____
Management Committee Member

Print Name _____
Management Committee Member

Dated _____

Dated _____