

<b>Management Committee</b>	<b>Minutes</b>
<b>Date</b>	<b>8th September 2015</b>
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<b>Distribution Date</b>	<b>15<sup>th</sup> October 2015</b>
<b>Distribution</b>	<b>Management Committee* L.B. Camden** Auditors</b>

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**Item 1:** Refreshment- 6.15pm

Meeting Started at 6.30pm

**Item 2: Members Attended:** Lorraine Isaac (LI), Robina Fellows (RF), Malcolm Bush (MB), Clare Wincza (CW), Elizabeth Henderson-Sambell (EHS), Peter Humble (PH),

**Item 2a: Apologies:** Mike Ford (MF) (Chair), Silvia Kirk (SK). Chenjerai Shire (CS), Joan Clay (JC).

**Item 2b: Absent:** Darren Roderick (DR)

**Item 2c: In Attendance:** Francis Owusu-Sekyere (FOS) Estate Manager and Carol O'Shea (COS) Estate Officer (Minutes). Kim Thompson (KT) LBC, Dan Friel (DF), Petra Clarke (PC) Regeneration LBC.

**Guests:** Nicola Broadhurst, Kerry Simpson and Barbara Wilson as observers

LI, who chaired the meeting, welcomed everyone and introduced Camden Regeneration Team to the committee.

**Item 3: Regeneration Update:** The Regeneration team circulated drawings and associated information of the entire project including brief update on the Co-op's estate office to members. There was a lengthy discussion on these latest plans which the Regeneration Team intend to submit for planning permission at the end of September 2015. The team informed members the Electricity transformer equipment in Snowman House needs to be relocated to the front of the block. It was suggested it can be covered with bushes and trees to avoid unsightly scene. RF asked what will be at the top of the new community Centre building and DF answered nothing, EHS asked whether the proposed relocation will affect the O2 equipment on the roof, the team responded the mask will not be affected.

Members asked series of questions which were answered in turn by both PC and DF. It was noted the existing bike sheds will be removed and replaced two new cycle storage closely to the entrance of the co-op office. DF advised a copy of the drawings will be left in the Co-op's office once finalised and submitted for planning permission.

MB asked if Architects have come out with any fresh ideas regarding location of the bins, DF answered the bins for the towers will now be placed in store rooms at the ground floor of the buildings. There will be no need for caretakers to bring them to the roadside as previously suggested. PH asked about play area for kids in phases 1 and 3, whether this will be across the road to play in the new park on estate and how safe that is. DF advised there will be play area in phase 3 also crossings will be put in place.

FOS suggested second floor of Snowman House be fenced off to match that of Casterbridge where the Co-op's office will be cited, the area can then be put into good use for example as storage facility with the view of future development for residents' hall, this saw supported by members. PC responded the area is big and will cost quite considerable amount of money if this is to be developed with insulation and other amenities. Furthermore there is no business case to prove its use to the Council and caution there are budget constraints for the development. EHS explained the request is for the Regeneration team only to fence off the area but not to fully develop it. It was noted that the Co-op can source funding elsewhere and apply for planning permission to develop the area if already fenced off. PC advised the team will consider the request; however she did not promise anything.

EHS asked if the walkway on the bridge between the two towers can be covered. PC responded this may depends on access and maintenance of the bridge and may be worthwhile to leave it alone for now and next year we could look at it again. LI commented there could be a health & safety issue here, KT observed the walkway has a good width for various usages; EHS commended the Regeneration team for being very supportive and advised Committee members want to get the very best options for our residents.

LI commented about the wind factor at the towers, both DF & PC advised that test has been carried out and the wind factor will be better than it is now once the project is complete. CW asked about the wooden display model of the drawings used during July 2015 exhibition, DF responded it could probably be in the office. CW felt it would be good for residents to see. FOS asked if any progress has been made towards uniform shop fronts requested at previous meeting. PC advised this can be taken care of in the lease agreement.

FOS requested that Regeneration team advise ARHC on when to put in bid for the management of the private tower. PC advised the Council are looking into it in conjunction with all private properties in development and will get back to ARHC on this. A question was raised regarding membership of the Co-operative and private residents of the new block as there could be two separate interests. FOS acknowledged this and remarked ARHC will approach the tender like any other bidder to provide management services on behalf of the Council on contract basis but not opening up membership to the residents. LI pointed out the need to discuss this fully at another MC meeting. FOS finally asked the Regeneration team to confirm if the Parking charges will remain same (outside parking charges) when residents are given enclosed basement parking bays, PC confirmed that was reasonable request and has been granted.

**Item 4: Previous Minutes:** Two previous minutes of meetings held on 26th May 2015 and 30<sup>th</sup> June 2015 were agreed as true records and signed by RF & MB, and EHS & RF respectively.

**Item 5: Matters Arising:**

- **26<sup>th</sup> May Minutes:** Page 3 LI asked for update on replacement heat meter screens. FOS responded flyers were sent to all residents to report faulty screens and we pass them on to Camden as we get the reports. MB pointed out that it was previously agreed all screens will be changed. LI agreed with MB and reiterated it was said all screens would be replaced, FOS referred previous minutes and commented that it was rather agreed that all faulty screens would be replaced but not every screen. KT advised we should send another flyer to all residents and give them 48 hours to report faulty screens. MB felt it is most probable people do not know how to use the screens. Committee agreed for FOS to send another flyer to residents.
- It was noted the car park issue has been dealt with during the regeneration discussions.
- Entrance lobbies – Reference made to item 2.5 of the Estate Managers report.
- It was noted Camden has started communal lighting upgrade in the towers following the Fire Brigade inspection/report. Other recommendations including replacement of fire doors, individual property front doors and plywood boxing in will be replaced.
- Internal audit report to be discussed at another meeting due to lack of time.
- Progress on auto card working alright, protocol to go to Finance Sub-Committee meeting – KT advised protocol needs to be approved before usage due to risk involve.
- Progress on current account switch agreed by committee, FOS reported many problems with Nat West Bank as they need original mandate signatories to sign before we can switch.
- **June 2015 minutes:** Tablets update: LI asked if this has it been sorted out. FOS responded he needs to create email accounts for MC members and this requires private details as Gmail ask for these details. He explained it is easier to use Gmail as it is already stored on the tablet. He then asked committee to decide whether they want to go for Gmail or other email address, CW requested for her tablet, she reckoned using her existing email address is much easier. Members are asked if the tablets are insured, FOS responded no, but will ask our insurance company to see if it is worth it as they are under £100 each. It was agreed the tablets will be distributed for members to use their existing emails after they have been marked.

**Item 6: End of Year Audited Accounts:** FOS introduced the accounts and informed members our Auditor has advised that we do not qualify for the employment allowance which we claimed for last and this financial year. The allowance for each year is 2K, we have therefore claimed for a total of 4K. The Auditor recommended we pay back the money to HMRC either in full or 2k this year and another 2K next year being mindful of interest that may accrue. KT asked if the accounts were sent to members prior to the meeting. FOS responded it was not possible to circulate as it was received very late however Juliana Mak the Accountant who put the end of year accounts together attended MC meeting and offered full explanation. FOS explained the auditors did not change any figure/s and the only recommendation is that of the employment allowance which is below materiality factor and therefore had no impact on the accounts. FOS further explained the Auditor wrote to NFTMO to contact HMRC on this issue and the response has confirmed TMOS do not qualify for the allowance.

KT advised although the Accountant has attended MC meeting to offer explanation, it is both good practice and in line with our rules that the audited accounts be sent to all MC members to study prior to meeting before they can agree to it. LI observed not all committee members may understand what they were looking at if they have no knowledge of accounts. KT further advised training should be provided for those who do not understand accounts. The meeting continued deliberation on the Auditors recommendation; FOS tendered an extract from HMRC website given by the auditor to substantiate his advice. The following two decisions were reached after the deliberation.

- Agreed to circulate the audited accounts to all committee members and a special meeting convened on Wednesday 15<sup>th</sup> September 2015 at 6.30pm to discuss and vote on acceptance of the audited accounts.
- Agreed our Bookkeeper contact HMRC and found out how the employment allowance claimed can be paid back.

CW advised she might not be able to attend the special meeting due to work commitment and will like a proxy vote. This was unanimously agreed by all members present.

**Item 7: Quarter 1 Budget expenditure report:** This was referred to Finance Sub-Committee to first go through and bring back their recommendation/s for discussion at next MC meeting.

**Item 8: Estate Managers Report:** LI asked for highlights to save time as this was circulated to members prior to the meeting.

- **Coach trip:** FOS advised it was cancelled due to lack of enough bookings KT asked if it could have been okay to hire a mini coach for those that did want to go and also if DMC funds were sort for this trip. FOS responded funding was from the Co-operative's social events budget, the number booked represented only 11 families on the estate and this will not be good use of public money.
- **Cheaper IT Contracts:** It was noted the total cost to the organisation is 5K per year. This comprise of enhanced support and Pyramid software costs. KT commented the cost is too expensive given that we only use the software for repairs. CW advised it may be cheaper to put it on tender. FOS explained we cannot move to another IT company whilst still using pyramid as the software is the property of OmniLedger. Also we use the software for our company shared drive where all policies and procedures plus most information is kept, our emails, bookkeeping stuff, property and tenant details and lots more. MB asked if our software sits on Camden's server, FOS responded no it sits on our own server which is maintained by OmniLedger as well. CW suggested FOS provides figures for both remote and enhanced support so that committee can make informed decision. This was agreed by members.

- **Underwritten of Pensions debt by Camden:** KT advised she is still dealing with it. She however advised the Co-op will need to escalate it is no progress is made by 3 or 4 weeks. FOS asked if this can be discussed at TMO liaison meeting since it affects other TMOs as well. KT will look into this.
- **Invitation to councillors:** FOS sent email to Councillor Gardiner but no response received. He has been invited to our AGM so this can be discussed with him if he attends. CW asked whether we want him if he has not responded. KT advised that we send invite to all 3 councillors and cabinet member for Housing Pat Callahan.

**Item 9: Correspondence:**

1. Letter received from a resident with a request for voluntary work in the office to assist with her work experience. This was discussed and agreed it cannot be allowed because of tenant confidentiality. FOS to reply to letter with outcome from committee.
2. Letter of Resignation from Mike Forde with immediate effect on health grounds -committee members were sorry to hear of his resignation from the committee after long years of dedicated service to the Co-operative. Members agreed to present him with certificate of appreciation and a gift. The type of gift however could not be decided.

**Item10: A.O.B**

- AGM is on 24.09.2015 from 6.30-9.00pm. LI suggested we lock the park at 6.00pm on the day.
- KS Park chain and padlock gone for 2 days now, FOS thank her for bringing this to our attention. We will provide another one. KS offered to open and lock up the park, this was agreed, it was further agreed we provide her with ID as authorisation.
- FOS annual report to go to all residents.
- NB would like to set up parent group in the future.

Meeting Ended at 9.00pm.

Date of Next Meeting: 20<sup>th</sup> October 2015.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_  
Management Committee Member

Print Name \_\_\_\_\_  
Management Committee Member

Dated \_\_\_\_\_

Dated \_\_\_\_\_