

<b>Management Committee</b>	<b>Minutes</b>
<b>Date</b>	<b>20<sup>th</sup> October 2015</b>
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<b>Distribution Date</b>	<b>25<sup>th</sup> November 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 6.55pm

**Item 2: Members Attended:** Lorraine Isaac (LI), Robina Fellows (RF), Elizabeth Henderson-Sambell (EHS), Peter Humble (PH), Silvia Kirk (SK). Barbara Wilson (BW)

**Item 2a: Apologies:** Chenjerai Shire (CS), Malcolm Bush (MB), Clare Wincza (CW), Nicola Broadhurst (NB) Kerry Simpson(KS) Andre Eze (AE)

**Item 2b: Absent:** None

**Item 2c: In Attendance:** Francis Owusu-Sekyere (FOS) Estate Manager and Carol O'Shea (COS) Estate Officer (Minutes).

FOS who chaired the meeting initially welcomed everybody and suggested the meeting go through the previous minutes and matters arising as per the agenda before election of officers.

**Item 3: Previous Minutes:**

1. Previous minutes of 28 July 2015 - LI noted capital letter missing on one paragraph, following correction the minutes were accepted by all as a true record and signed by LI and RF.
2. Previous minutes of 08 September 2015 - some typing errors not content noted minutes accepted by all as a true record and signed by LI and RF.
3. Previous minutes of 16 September 2015 - correction noted at the last page of change wording from blackmail to misinterpret, minutes accepted by all as a true record and signed by LI and RF.

**Item 4: Matters Arising:**

FOS discussed matters arising received from LI prior to the meeting as follows:

- A) From 08.09.2015 minutes item 5 – tablets: FOS advised insuring the tablets are not cost effective due to high premium.
- B) Item 6, Training for MC Members on Sage spreadsheet to understand organisational accounts- FOS advised he can carry out in-house training depending on how many members will attend. He was advised to send memo to all MC members.
- C) Item 8 from 08.09.2015 minutes: IT contract – FOS still waiting for response on the cost of remote support, members were concerned with the total cost of £5,000 IT support per year. After deliberation, FOS was urged to obtain figures by next MC meeting,
- D) Underwriting of Pensions - item 8.3 from 08/09/15 minutes: It was noted no response has been received yet from KT. This is an ongoing issue. FOS to chase up.
- E) Invitation to councillors – It was noted the new cabinet member for housing could be invited to MC meeting probably next year.
- F) FOS advised the Park is now being locked by KS, Committee Member. She has been given keys and authorisation badge. EHS expressed the need to revert back and call the park the green.
- G) 16.09.2015 minutes item 2.3 – New for Old Insurance: FOS advised our current Insurers have confirmed they do not operate the scheme but will assess any potential claim on the merit of either to repair or re-new. LI advised to look for alternative Insurers next year when our insurance is due for renewal. She suggested photos be taken of office equipment and store off site.
- H) Item 2.6 from 16/09/15 minutes – FOS advised an error noted in the Audited Accounts was corrected by the Auditor before the final version was printed.
- I) Item 2.5 from 16/09/15 minutes – It was agreed that FOS request for the Regeneration Team to protect our current estate office rent with Camden.

**Item5. a) Elections of officers and subcommittee:** FOS advised positions available for election were Chairman, Vice Chair, Secretary and Treasurer; this can be done by show of hands which is permitted by our Organisational Rules. FOS further advised that Silvia Kirk (SK) who could not attend the AGM due to work commitment need to be Co-opted before voting. He then asked members if they wish to go ahead to Co-Opt SK, members agreed to co-opt her by unanimous show of hands.

**Chairman position** - EHS nominated LI and this was unanimously seconded by show of hands, LI was duly elected.

**Vice Chair**- EHS suggested we wait for next MC meeting with anticipation that more members will attend. This was agreed by all.

**Treasurer** –LI nominated EHS this was also unanimously seconded by show of hands. EHS was accordingly elected.

**Secretary** – It was noted PH former Secretary lives in Emminster and currently bidding for new property due to decant, this brought into discussion the fact that Mike Forde was in a similar position and resigned as Chairman in the middle of the year. His resignation created difficulties with cheque signatories and therefore to reappoint PH could have similar effect. SK was asked if she can be nominated for the secretary position by LI and in her reply, she expressed the fear of disappointing

the committee due to work and other commitments. She reckoned this will not be fair on someone else who could have got into the role; she offered to take minutes and type them if assistance is required. SK also has budget experience which is part of her paid job. LI then nominated MB for the secretary with SK as back up. This was unanimously seconded by show of hands. It was noted MB was elected in his absence and confirmation is subject to his acceptance.

**b) Subcommittees:**

**HR Sub** - FOS advised the meeting of the good works and numerous hours put in by the outgoing members of this sub-committee being LI, CS and MB and thanked them. He then invited nominations, EHS nominated the outgoing members to be re-voted in as a block and this was seconded unanimously by show of hands.

**Finance Sub** - LI and EHS were nominated to continue the good work they have done as members of this sub-committee, they both accepted the nomination. SK with her experience at work as Finance Administration Officer was also nominated, she accepted the nomination provided meetings can be held in the evenings, it was agreed this can be accommodated. LI, EHS and SK were elected on a block vote by unanimous show of hands.

**Social**- PH, RF and BW were nominated and elected on a block vote by unanimous show of hands by the meeting.

**Repairs & Regeneration**-Tribute was paid to ON (Deceased) as former active member of this sub-Committee. LI, CS, RF and EHS were nominated and elected on a block vote by members.

FOS at this point handed over to LI the newly elected Chairman to commence her duty.

**Parent Group**- The meeting agreed to set up this new group with both NB and KS (MC members) as champions. It was therefore agreed for preparational work to be undertaken towards how this group can be established to feed into social events such as what kids/parent want, play equipment to be provided by Regeneration Team in the green area etc.

It was also suggested and agreed that bingo for OAPs, kids helping elderly with mobile phone set up, day trip to English heritage and Wesley Gardens are good choices that can be considered by the group once set up.

EHS suggested revisiting the OAP decoration scheme even if only 3 per year can be achieved. FOS will look into this.

**Item 6: Camden Internal Audit Report:** LI explained this to the new members and advised this was undertaken in May 2015 and will be fully discussed at next meeting. FOS to recirculate the report.

**Item 7: Quarter 1& 2 Budget Expenditure Reports:** FOS explained the reports which were sent to MC Members with sage spreadsheet prior to the meeting. He advised the reports have been comprehensively discussed at Finance Sub-Committee meeting and passed on to the committee for their comments. Both EHS

and LI as members of Finance Sub gave extensive comments by way of further explanation and how the figures were scrutinised, they then recommended both reports to the meeting and members unanimously accepted them.

**Item 9: Estate Manager Report:** LI asked if members have read the report and invited queries. EHS pointed out a typing error of minimal destruction instead of disruption.

Car Park – It was noted the car park was being managed well given the volume of contractor vehicles on the estate. No further queries were raised from the report.

**Item 10: Correspondence:** None

**A.O.B:**

**a) MC Tablets-** FOS advised they will be distributed today after the meeting and members will have to sign for them.

**b) Talk on expansion of TMOs-** FOS advised the Government is now actively encouraging TMOs to expand by way of taken over management of neighbouring estates; this is in line with our organisational aspiration to manage Mary Green Tower. He told members NFTMO working with the Government has appointed Liz Michael, Consultant and Lee Page, Tenant Initiatives Manager Southwark to run workshops to educate TMOs on how to take advantage of this Government's initiative. FOS advised he will attend one of such workshops to be held this Thursday in Lambeth at 6.30pm. FOS has also asked Lee Page who has agreed to attend next MC meeting to talk MC members through how ARHC can expand at no cost.

**C) Regeneration plans -** EHS asked for update on the re-generation. FOS advised Wates Living, Contractors for the project will bring containers housing their site office and other facilities quite soon and will locate them at the far end of the green by the trees instead of in between the towers. EHS wanted to know if they will take some railings out. FOS responded this is more likely but will find out including what will happen to trees that may be affected as he will be meeting them on site tomorrow. LI suggested if we can ask for reduction in rent for disruption of our green, like compensation for residents. It was noted the gate at lower end of the green could be used by contractors to allow space on the green for air ambulance to land should the need arise. FOS further advised there have been a lot of surveys carried out in the towers since last meeting including structural for the new co-op office.

**d) Noorun Khan –** FOS advised Noorun who used to be on the committee has returned to the estate after long travelling abroad on business, she has expressed interest to re-join the MC. It was agreed for FOS to invite her to next meeting as an observer.

**e) Distribution of declaration of interest –** forms and Diversity monitoring forms were circulated to members present to complete.

Meeting Ended at 8.32pm.

Date of Next Meeting: 1<sup>st</sup> December 2015

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

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

Dated \_\_\_\_\_

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

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

Dated \_\_\_\_\_