

<b>Management Committee</b>	<b>Minutes</b>
<b>Date</b>	<b>30<sup>th</sup> June 2015</b>
<b>Author</b>	<b>Francis Owusu-Sekyere</b>
<b>Distribution Date</b>	
<b>Distribution</b>	<b>Management Committee* L.B. Camden** Auditors</b>

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**Item 1:** Refreshment- 6.15pm

Meeting Started at 6.32pm

**Item 2: Members Attended:** Lorraine Isaac (LI), Robina Fellows (RF), Malcolm Bush (MB), Clare Wincza (CW), Elizabeth Henderson-Sambell (EHS), Chenjerai Shire (CS), Darren Roderick (DR), Joan Clay (JC).

**Item 2a: Apologies:** Mike Ford (MF) (Chair), Peter Humble (PH), Silvia Kirk (SK).

**Item 2b: Absent:** None

**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), Regeneration, LBC, Petra Clarke (PC) Regeneration, Juliana Mark (JM) Accountant.

LI, who chaired the meeting, welcomed everyone and drew attention to the use of a Dictaphone to help with the accuracy of the minutes, she asked if anyone had any objections and none were raised. She introduced Camden Regeneration Team to the committee.

**Item 3: Regeneration Update:** The Regeneration team circulated landscape drawings and associated information of the entire project to members and advised same information will be on the boards of the exhibition scheduled for 2<sup>nd</sup> July 2015 at Abbey Community Centre. The landscape drawings were discussed at length and the Regeneration team drew attention to the fact that they have taken on board comments submitted by the Management Committee following their last meeting. A brief update on the Co-op's estate office plan was given by DF.

There was a lengthy discussion on these latest plans which the Regeneration Team intend to submit for planning permission for phase 2 & phase 3. Members viewed the plan and asked a series of questions including the following: MB asked how many children's crèche places

will be available at the nursery, PC replied 29 places. PC went on to explain the master-plan for Phase 2 which incorporates the Co-op Office, Community Centre and the Doctors' Surgery. She made reference to a meeting held recently with the Co-op, the community Centre and the Council regarding the shared use of the hall in the new Community Centre which went very well with good feedback. CW expressed concern with the new Community Centre roof terrace which will add noise to the noise already expected from the crèche. This, she says, will not be fair on residents. LI strongly agreed with CW. PC responded there will be no child access to the roof terrace and that the terrace will, in fact, act as a buffer to the noise from the crèche.

The Health Centre plan which is 2 floors (ground & 1<sup>st</sup>) was explained by DF. LHS asked if the Health Centre would be the same size as the existing one. DF explained same square metres, however, there will be extra treatment rooms. The Phase 3 Hinstock & Emminster overall plan including flats layout was also discussed. FOS asked if there will be enough social housing in phase 3 for tenants who want to return after the regeneration, given the number of private houses in that phase. PC responded there is the right mix of social housing for phase 1 & phase 3 with a total of 102 social unit's and 12 shared ownership units. LI asked if shop fronts will look the same, as this is important for the appearance of the area. PC responded this may be possible by incorporating a clause in the shops' lease agreements. They will look into it.

DF explained the landscape images presented and advised this has been revised following the last MC meeting, and could be subject to further revision. DF also advised Camden have appointed 'Wates Living' to build phase 1 which will take approximately 2 years to complete. A meeting will be held regarding site accommodation. CW was concerned with contractors' parking on the estate and suggested they use street parking. This was agreed by all members. FOS asked if our current 2 visitors parking bays will be restored and DF responded they are looking into it. LI reiterated we need the 2 bays for visitors.

PC advised a meet-the-contractor meeting will be held in the autumn and that the project will be beneficial to local people in the areas of apprenticeships, work experience and children's site seeing. FOS echoed the job opportunities will be very good for the youth. The planning application will be made for phases 2 and 3 and residents will receive letters from the Planning Department in December. Residents will have the opportunity to be heard at that level. LI advised the MC do seek residents' opinions and suggestions to pass on to the Regeneration Team. CW suggested a link be put on our website to access the planning document. FOS advised this cannot be done given the volume of information contained in the document. We can, however, collate all residents' responses and publish on our website. CW asked if any provisions have been made to safeguard vehicles as the car park is moved away from the building. DF responded there will be a security gate, cameras and lighting to be considered. LI advised the team to consider moving in & out of buildings, the long walk to blocks, deliveries, etc. A loading bay on the street not accessible due to bus stop and emergency services. DF responded they are working closely with the emergency services and they are not worried about this.

**Item 4: End of 2014-15 financial year account presentation:** Juliana Mark (Accountant) distributed the end of year management accounts including Balance sheet to all members at the meeting. She advised the accounts will be audited on Thursday & Friday of this week by our Auditors. She took members through the accounts and noted some significant changes in expenditure compared with the previous year. For example, reserve income spent on Snowman House & Casterbridge lobbies improvement, total Management cost of £149,000.00 compared with previous year of £137,000.00. She explained the overspend of £12,000 is on staff costs which is due to the addition of the Housing Administrator who was not on the payroll for 2013-14.

IT expenses overspent by £2000 compared with the previous year are due to the purchase of enhanced support. CW suggested that, before it ends, we put our IT support contract out to tender as she felt the cost is expensive. KT agreed and commented that as we are using only the repair module of Pyramid, it probably needs to be reviewed. FOS was not keen on tendering the IT support contract as Omni Ledger has provided the software, server and all associated products since the beginning of the Co-op and besides, they have been very good in their support. Also, we have all our work on company shared folder which we rely heavily on together with the repair module. JM also drew attention to some good news on savings made, including legal fees and estate costs reduced from £88,000 to £84,000 compared with the previous year.

JM drew members' attention to the cost of paving works undertaken. LI asked how often pavements have to be renewed (especially if we are to have more steps) and will Camden give us allowances towards this? DF responded new paving will be in line with the requirements of the area.

JM advised on pensions' liability in the account as per the Actuaries report. FOS advised this is underwritten by Camden. KT advised on the black hole in the pensions' provision and admitted she has previously seen a document on the underwritten commitment from Camden on one TMO. LI advised we need to get written agreement that Camden will underwrite this if our 2 employees on the scheme leave or in the event of the co-op folding down. JM continued to explain the Balance sheet which gives clear indication of our debtors and creditors. Overall, the accounts show a budget surplus of **£26,432** subject to Auditors confirmation. KT commended JM for her good report and further mentioned that ARHC's financial position is very healthy with 3 months running costs reserve set aside. LI thanked JM for her presentation of the accounts to the committee.

**Item 5: Previous Minutes:** Minutes to be discussed at next meeting due to time constraints.

**Item 6: Matters Arising:** Matters Arising to be discussed at next meeting.

**Item 7: Estate Manager's Report:** To be discussed at next meeting.

**Item 8: Paperless Meetings/Tablets update:** Tables bought and will be distributed at next meeting after they have been security marked they will then need to be signed for with IT policy. CW suggested contacting our IT support company to provide software support for the tablets.

FOS

**Item 9: Correspondence:** None.

**Item 10. AOB**

a. **Coach Trip:** FOS advised only 30 seats have been booked on the coach trip to date and this comes from 11 families on the estate. There could be an additional five to bring the total to 35; this however will still leave 14 seats empty. Members agreed to give one more week for the booking after which FOS will have to decide whether to go ahead or cancel. It was suggested to add residents from Mary Green but no decision was made on this.

FOS

b. **Management Committee Meetings:** FOS suggested that MC meetings be held 6 weekly instead of monthly and hold separate meetings with Camden Council officials on issues of regeneration, heat metering etc. due to the

length of time taken at meetings to discuss Camden led projects. This was unanimously agreed by members.

- c. **Mike Forde's Chairmanship:** FOS advised MF has moved off the estate, our rules states that he can still maintain his membership as a prospective tenant as he had signed to return to the estate after regeneration. CW asked if the rules allow him to be the chairman under the circumstances. FOS responded the rule is silent on the chairmanship. KT drew members' attention to the fact that the Chair has responsibility to line manage the Estate Manager which needs to be taken into consideration if he is not living on the estate.

CW asked LI, vice chair, how she feels about acting as chair in the interim period to allow further discussion on this. LI accepted to act but wanted the decision to be made at larger MC meeting and AGM. CW emphasized the need to be thorough in handling the situation as this may set a precedent for other TMOs and also in order to safeguard MF as this is a grey area and it would not be fair to make him vulnerable. The meeting unanimously agreed for LI to act as interim Chair and discuss Mike's chairmanship at next AGM.

- d. **New Lifts and Cameras:** FOS advised there were 57 responses received from the residents' survey with 53 voting yes and 4 voting No.
- e. **Bike Notices:** MB was concerned with notices put on bikes for disposal as he felt residents that are away for a length of time may not have the opportunity to move their bikes. FOS explained the decision was taken in response to residents' complaints and it affects only broken bikes occupying the bike shed, the notice also gives 28 days for owners to act. KT agreed with FOS and further explained 28 days is a reasonable notice period. LI suggested bike charges may need to be implemented so we know who has what bike. This was not agreed as it was thought the administration of the charges will be difficult.
- f. **Ward Councillors:** FOS suggested the Co-op can approach a ward councillor to be co-opted to the Management Committee; this is an option being promoted by NFTMO with the view of highlighting the good works of TMOs to their Local Authorities through the Councillors. CW cautioned the move could be negative if the councillor has wrong ideas. KT advised we need to find out about the councillor's background to ensure he or she is supportive of TMOs and what Council Committees he/she sits on to be able to promote the Co-op. FOS suggested approaching Councillor Thomas Gardiner who has been supportive to the Co-op and always attends our AGM. The meeting agreed for FOS to check Councillor Gardiner's profile on website, be mindful of any conflict of interest and email him with the proposal for his response.

Meeting Ended at 8.50pm.

Date of Next Meeting: To be arranged.

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

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

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

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

Dated \_\_\_\_\_

Dated \_\_\_\_\_