

Management Committee	Minutes
Date	31 March 2015
Author	Cynthia Christine Adhiambo
Distribution Date	23 April 2015
Distribution	Management Committee* L.B. Camden** Auditors

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Refreshments- 6.15pm

Meeting Started at 6.30pm

1a. Present: Mike Ford (MF) (Chair), Peter Humble (PH), Silvia Kirk (SK), Chenjerai Shire (CS), Robina Fellows (RF), Malcolm Bush (MB), Clare Wincza (CW).

In Attendance: Kim Thompson (KT) LB Camden, Francis Owusu-Sekyere (FOS) Estate Manager and Cynthia Christine Adhiambo (CCA) Minutes.

1b. Apologies: Elizabeth Henderson-Sambell (EHS), Lorraine Isaac (LI), Orna Neumann (ON), Joan Clay (JC), Darren Roderick (DR).

Absent: Abdikhadar Jama (AJ).

Item 2. Minutes of last meeting: Agreed and signed by RF and PH.

Item 3. Matters Arising / Action Points

3a. Void Allowances

Section 3d of January 2015 minutes updated and will now state that Management Allowances are to continue as normal so the meaning is clearer.

3b. Business Planning Sub-Committee

FOS has set-up a timetable for the Business Planning Sub-Committee and explained the team have met and are on course. EHS and CS have received their calendar and SK will receive a copy after today's meeting.



3c. Car Park Gate

The car park gate has been in a state of disrepair since August 2014. The ongoing issues have now been resolved and the gate is now in working order.

3d. Data Protection Act

FOS explained to the Management Committee that members are not authorised to review CCTV surveillance footage; only Abbey Road staff or independent authorities are permitted to do so.

3e. Casterbridge Door entrance scratched

The scratch on Casterbridge door has been resolved.

3f. Casterbridge / Snowman Front Door

Door adjustment in the tower buildings is not feasible, adjusting the main door would cause the door to move slowly thus making it unable to close.

MB entered meeting.

3g. Snowman Lift Door.

FOS received a report from EHS regarding the Snowman House left hand lift door making squeezing noise when opening and closing. This was reported to Camden and a lift Engineer attended to repair. However, MB reported at the meeting that both lifts are not synchronising accordingly.

The committee directed another contact be made to Camden for the Engineer to revisit as the problem still persists. KT agreed to provide assistance if any difficulty is encountered. FOS delegated this to CCA to follow up.

CCA

3h. Pension Contributions

The Finance and HR Sub-committees had a joint meeting to discuss work place pension arrangements for staff that are not already on Camden's pension scheme. The meeting after deliberation, taken into account organisational budgetary position and recent Union negotiated 2.2% cost of living allowance recommended a minimum start of one percent organisational contribution to be matched by staff. It was agreed to hold decision until the budget is discussed later in the meeting.

KT advised FOS to provide a summary of the costs involved for staff pensions to better inform MC member's decision when voting on the proposal. FOS responded the cost is already in the budget.

Item 4. Proposed Budget for 2015-16 financial year

MC members voted unanimously and agreed to pass the budget for the financial year 2015-2016 after FOS explained the details to them.

KT Commented about projected budget deficit of £3,844 and wonder why this cannot be avoided given the fact Camden has not deducted allowance for void properties in Emminster and Hinstock. FOS responded he is only being prudent in the budget provision and has never ended a year with actual budget deficit rather surplus.

FOS advised he will provide MC members with monthly budget/expenditure report going forward instead of quarterly. KT commented that it would be useful in future to compare the budget forecast with actual expenditure for the previous year.

Item 5. Paperless Meetings / Tablets

The Management Committee agreed unanimously to purchase 13 tablets retailing at £79 each to cut down the volume of paper and print associated with MC meetings. FOS ordered a sample tablet to present to MC members, unfortunately this has not been delivered as expected.

FOS explained BT cannot upgrade the office Wi-Fi to provide an internet hotspot to 3 MC members without home broadband. It was agreed a wireless hot spot box can be purchased and rotate among these members to enable them download information.

Item 6. Heat Metering Update:

FOS has been liaising with Steve Saunders (Camden). Kim will email Steve tomorrow (01/04/15) informing him of her attendance during today's meeting. KT is to copy FOS in the email.

KT

Problems were brought to light which still need to be resolved. The issues mentioned were around faulty equipment, faulty ventilation, faulty thermostats and exploding radiator valves which had caused flooding and damaged our tenant's items.

The committee were in agreement to invite Steve to the upcoming Management Committee meeting in April.

The Heat Meter Team also needs to provide tenants with a means to calculate their heat metre usage. A promise was made for the Co-op to update residents and FOS explained the company is still working on figures.

Item 7. MC Training.

CW and CS have attended Governance training at Westminster City Hall.

Item 8. Void Allowance

Due to the Regeneration Project, the losses that would have been incurred have no longer gone ahead. The decision to uphold the allowance was agreed at the highest level in the Council and FOS would like this in writing.

Item 9. Repairs from 2K to 5K

The pros and cons of increasing the allowance were discussed. KT wanted MC members to consider the implications and the level of responsibility for voids at 2K. KT explained increasing the allowance from 2K to 5K may have a negative effect causing the TMO to spend extra funds. At present the Co-op is better off having received full allowance and not carrying out repairs on Emminster and Hinstock voids. FOS does not forecast a void property costing over 2K as Better Homes works have lessened the need to revamp the kitchens and bathrooms.

Item 10. Car Crash.

Maintenance staff have removed the debris from the wall by the pub which was knocked down by a car. The area surrounding the wall has been made safe and FOS explained there is no need to rebuild the wall due to the Regeneration Project.

Item 12. Estate Manager's Report

FOS went through the Estate Manager's Report. It was noted that there was a fire in Snowman House and the fire report concluded the fire was accidental. The building was evacuated with no one injured. Maria (Resident Caretaker) and Carol (Housing Officer) attended the scene.

FOS went on to highlight issues which arose from the inspection of the communal areas. The Fire Brigade found gaps in the communal doors. FOS explained this problem is Camden Council's responsibility (although it was noted during the meeting that Camden have denied responsibility for the gaps in the communal doors). KT explained the Co-op is responsible for maintaining doors, however if the door closures cannot be fixed then the TMO needs to report back to the council.

FOS explained a Health and safety blocks meeting with Alex Blake (Camden) is due soon.

Item 12a. Lobby Refurbishment

On 19/02/2015 the Co-op had an inspection which Carol (Housing Officer) was present. LB Camden was not fully satisfied by the electrical wiring done in the recent lobby refurbishment in Casterbridge and Snowman House by ELD contractors. FOS is waiting for Camden to return with recommendations.

The Co-op did not submit plans for approval and there are issues verifying the certification and electrical boxing. If the newly installed electrics are found not to be legally compliant the installation may need to be removed. There needs to be seven emergency lights fitted and holes are needed to view inside the electrics. The worst case scenario is that everything goes but this depends on the council's recommendations.

Item 12b. BT Website

The new website has gone live. The Freephone number is still causing problems and BT do not know why. FOS is the administrator for the website and KT suggested MC members to join as administrator. The Contact form on the site is working.

Item 14. Correspondences

Correspondence received from Camden regarding installation of new lifts and rewiring of communal areas in both Casterbridge and Snowman House. Leaseholders have been served with Section 20 Notices by Camden Council.

A.O.B**Item 15a. Abbey Estate Take-over**

KT explained that the government has returned with advice regarding Abbey Estate. Mary Betts from Abbey Estate is keen to support the take-over. The council can work with Mary to set up a Tenant and Resident Association (TRA) and raise awareness.

Going via this route will make Abbey Estate eligible for The Tenant Empowerment Grant. The funding may be used to employ an independent advisor who can help explain the various options to Abbey Estate residents. Consensuses of at least 20% of residents need to be reached and then a notice to the council may be served. It was stressed during the meeting that a consensual agreement must be reached before the notice is served. Abbey Estate residents will be the decision makers and it was noted that Roxanna and Perveen have details of a young lady interested in setting up a TRA. KT agreed to provide assistance where needed.

Item 15b. Property Guardians

It was noted during the meeting that property guardians have been vetted and moved into the void properties in Emminster and Hinstock Any issues concerning the property guardians must be reported to Vacant Property Service (VPS) or the Regeneration Team.

Item 15c. Gas works

Scaffolding was expected to be erected promptly. Carol (Estate Officer) has sent an email and gas works are complete. KT advised to email Paul Levy.

Date of Next Meeting: 28th April 2015

Meeting Ended at 7.50pm

Signed: _____

Signed: _____

Print Name _____
Management Committee Member

Print Name _____
Management Committee Member

Dated _____

Dated _____