**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 January 2020, at 7pm at Roupell Park Community Centre**

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|  | **PART A** | Action |
| **1** | **Members Present:**  Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), (AE), Molly Sinclair (MS), (EA), Farahia Ahmed (FA), Agnes Nyuma: Secretary (AN), Alieu Corneh (AC), Eddie Andrews (AE), Sandra Yamoha (SY), Alex Ekumah (AE)  **Apologies** – Janet Nicholson  **Staff in Attendance**  Simon Oelman (SO), Jeanette Worsfold (resident) |  |
| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  There were no declarations of interest, fraud, gifts, hospitality or any new share certificates. |  |
| **3**  **3.1**  **3.2** | **Matters Arising from Minutes of Meeting held on 29 October 2019**  **The Minutes were agreed as a true record**  **Matters Arising**  The Chair arranged dates for appraisals.  A meeting had been arranged by EC to discuss the national food day | **EC**  **All** |
| **4**  **4.1**  **4.2**  **4.3**  **4.4**  **4.5** | **Chairs Report**  Staff Birthdays – Albert Eze  Board Birthday – Eddie Andrews  The Chair welcomed AC back to the Board after his injury.  78 Xmas hampers had been prepared but 12 had not delivered. These would need to be removed from next year’s list. The Chair thanked Miguel for his help with the shopping. Dave and Mary had done most of the delivery. Help will be needed this year. MS agreed to give dates in advance  The Chair had attended the Safer Neighbourhoods meeting. Overall crime up on theft and offences against the person. This was largely around the estate rather than on it.  MS(1) had attended a course on managing staff for Board members and had a course on mental health awareness arranged.  She emphasised the need for other board members to attend training to enhance their skills. This would be raised in appraisals.  SO said he continued to circulate details of training and that these were free to members and would be arranged for them. |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7**  **5.8**  **5.9** | **Business Plan 20/23 – Financial projections**  SO introduced the report. He reminded members that as part of the production of the new business plan to agree financial projections for the period of the plan.  SO had circulated his projections for discussion.  He explained that 2020/21 was the final year of the existing financial settlement and that a new one would need to be agreed for 2021/22 onwards. He reminded members that the level of allowances was based on the cost of Lambeth Housing to provide services Therefore if Lambeth costs fell so would allowances. This was likely as repairs contracts were being retendered and it was anticipated that savings would be made.  SO had therefore assumed a reduction of allowances of 4% per year. This would allow the generation of surpluses, albeit a virtual break even in 2022/23.  He reminded members that we must not make a deficit and that in no circumstances should reserves be used to close a revenue gap.  SO confirmed the target to achieve a designated surplus of 25% allowances. The projections allowed for this to be done by the end of the plan.  He also projected that there would be £301,008 available to spend from the surplus fund. Options had been agreed at the previous meeting.  The Chair asked if the money for planters could be brought forward. MS also requested that work could be carried out to provide a bin enclosure for the bins at Hyperion House. This was agreed.  **The Board agreed the financial projections included in the report.** |  |
| **6**  **6.1** | **ED Report**  SO introduced the report. He highlighted   * Issues around internal rectification works which remained outstanding. * S20 consultation on lift replacements had been issued. Board members had made observations. SO explained he would then be consulted further and would question the need for 2 lifts in each block. * An action plan had been agreed with the Council re external defects. A follow up meeting had been arranged for 11 February. * The risk map had been updated accordingly. * Discussions had been held re taking on the grounds maintenance and cleaning of Leith House. Proposals had been provided. * Discussions were ongoing regarding taking on the management of future major works on the estate. These would be worked up with the first project likely to be around concrete repairs to Fairview House. * A general meeting would be held 10 March to agree the business plan.   **The Board noted the contents of the report.** |  |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8** | **Gas Contract**  SO introduced the report.  He reminded the board that the original contract for gas servicing and maintenance had been novated from Mitie to Mears Property Services (MPS). In addition there had been a subsequent increase in the contract sum.  Despite this MPS performance had not been adequate and we were struggling to achieve 100% gas servicing compliance.  All agreed action plans for improvement had failed and as a consequence notice had been given to terminate the contact.  SO emphasised the need to continue to deliver the service and had therefore commission PCM our gas consultant to negotiate a new contract via the SEC purchasing club.  Members would be kept informed as to progress.  SO update members re PK sickness in confidential session  **Members noted the contents of the report** | **SO** |
| **8**  **8.1**  **8.2** | **AOB**  MS stated that there were problems with the TV aerial to Elstead House. SO to investigate.  AE reported ongoing problems with his water supply and that T Brown and failed to resolve after a number of visits. SO said that there was an ongoing problem with T Brown’s performance and the hot water supply had been affected by wider problems with the boiler house before Christmas. AN confirmed she also had problems. SO agreed to look into this.  SO said that he intended to replace the Board tablets with laptops as they had become unreliable.  **DONM 25 FEBRUARY 2020 AT 7.00PM** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals** | **MS(1)** | **Feb 2020** |
| **2. Gas Contract** | **SO** | **Feb 2020** |
| **3. Microwave for RPCC** | **RJ** | **Feb 2020** |
| **4. Meeting Pinnacle** | **SO** | **Feb 2020** |

Chair’s Signature: ……………………………… Date: ………………………

Secretary’s Signature: ……………………………….……