**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 30 July 2019, 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), Agnes Nyuma (AN), Alieu Corneh (AC), Alex Ekumah (AE), Molly Sinclair (MS), Marcia Jones (MJ)  **Apologies** – Janet Nicholson  **Staff in Attendance**  Simon Oelman (SO), Kathleen Richards (LBL Client Team) |  |
| **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 27 November 2018**  SO amended attendance list.  **Subject to this amendment, the Minutes were agreed as a true record**  Matters Arising   * SO and MS1 to discuss board appraisals * EC yet to circulate partnership list and NFTMO bid submission * It was noted that there were more NFTMO reports to do. | **SO/MS(1)**  **EC**  **EC** |
| **4**  **4.1**  **4.2**  **4.3** | **Chairs Report**  Staff Birthdays, Stef, Jeanette M and Peter K.  Board Birthday Alieu  The Chair thanked Marcia for all her hard work over the last few years and her valuable contribution to the development of RPRMO.  SO added his personal thanks for her work and support.  The Board all thanked Marcia for her contribution and said that they hoped that she would feel able to return in the future.  The Chair highlighted the need for succession planning and reminded members that getting more people involved would be the key theme for the away day. |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6** | **Business Plan 2020/23 – SWOT analysis**  SO introduced the report. He reminded the Board that we needed to update the business plan from April 2020.  He explained that part of this would be a SWOT analysis and he circulated a draft for consideration by the Board.  Members noted the draft and agreed to consider this and let SO have their thoughts.  Members noted that there was a need to raise the organisations profile with residents. AC also said that there may be a need to improve communications within the staff team to ensure key messages got through.  Members also suggested than an annual staff/Board session would be beneficial.  **Members agreed the draft SWOT analysis subject to changes after discussions with Staff and further comments from the Board.** |  |
| **6**  **6.1** | **Approved Contractors list**  SO apologised for not circulating the paper.  Members agreed that he would circulate and that the papercould be agreed by email. All members were asked to reply. | **SO** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4** | **Audited Accounts**  OI introduced the report. She said that the auditors were very pleased with the way the organisation manages its finances and they only had very minor comments within their KAF.  SO highlighted the impact of the backdated recharge from LBL but noted that the Board had already agreed that this would be covered from reserves. However this meant that designated reserves had been depleted and therefore recommended that we transfer £100k from the surplus fund to designated reserves.  **Members agreed**   1. **That the Accounts are passed to the Annual General Meeting for approval** 2. **To note the Key Audit Findings** 3. **To transfer £100k from the surplus fund to designated reserves** |  |
| **8**  **8.1**  **8.2**  **8.3** | **Employment of Apprentice**  Members welcomed the report which met their long term ambitions.  KR informed the meeting that additional allowances were available for TMO’s who employed an apprentice and that she would send details to SO.  **The Board agreed to**  **Recruit an apprentice to work within the Customer Services team to start work in September 2019 for a period of no more than 18 months.** | **RJ** |
| **9**  **9.1**  **9.2**  **9.3**  **9.4**  **9.5** | **IT Infrastructure**  SO introduced the report. He explained that the Board were being asked to confirm a decision made by the Chair under Chairs Action.  The move to making tax digital meant we needed to update the finance IT infrastructure. There were two ways of doing this, either by updating the server or moving to a cloud based system.  The move to the cloud was cheaper in the current year but there were additional long term costs. However a cloud based option would be more flexible and would be, ’future proof.’  Members discussed the report and considered that the move to the cloud was the only way to progress in terms of remaining in the lead within the sector.  **Members Agreed to confirm the Chairs action to commission GCC to upgrade to a cloud base system for the storage system of financial data at a cost of £3375 and a subsequent charge of £8171 a year.** |  |
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| **10**  **10.1**  **10.2** | **ED Report**  SO introduced the report. He highlighted   * Ongoing work with LBL in relation to the rectification of internal works and that this had been reflected in the risk map * Arrangements for the AGM * Arrangements for the away day * Updated members in relation to sickness for PK   **The Board**   * **Agreed to the details in relation to the AGM set out in the report** * **Noted that the Board away day will be held on 21 September at the Croydon Park Hotel** * **Noted the contents of the report.** | **ALL** |
| **11**  **11.1**  **11.2**  **11.3** | **DLO Culture**  SO updated members on progress into changing DLO culture. The report set out measures to increase DLO productivity.  He also explained progress in terms of shadowing of the admin team and DLO and improved IT access for the DLO.  Members welcomed the excellent progress made and noted the report |  |
| **12** | **AOB**  AN asked about 2 letters issues to leaseholders about services being tendered. SO said that these would not lead to additional costs.  AE asked about the lining of parking bays. SO said that this would be the priority for DLO planned maintenance over the summer.  Marcia thanked the Board for the support she had received as a Board member. It had been a real pleasure to be part of the huge progress made by RPRMO over the last few years. She assured the meeting that she would remain an active resident.  **DONM 24 SEPTEMBER 2019 AT 7.00PM** | **CC** |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals** | **MS(1)/SO** | **Ongoing** |
| 1. **EC to circulate current partnership list to the board.** | **EC** | **July 19** |
| 1. **EC to email Betty Thompson’s story to board members** | **EC** | **July 19** |
| 1. **Further NFTMO presentations to Board** | **SO/MS(1)** | **Sept 19** |

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

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