**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 28 July 2020, at 7pm**

**Meeting held over Zoom**

|  |  |  |
| --- | --- | --- |
| **1** | **Members Present**  Mary Simpson (Chair), Oni Idigu (Treasurer OI), Alieu Corneh (AC), Eddie Andrews (EA), Amanda Knopp (AK), Alex Ekumah (AE), Janet Nicolson (JN)  **Apologies**  Molly Sinclair, Sandra Yamoah, Agnes Nyuma  In attendance: Simon Oelman, Estate Director, Michael Jellow, LBL client team. | **Action** |
| **2**  **2.1**  **2.2** | **Minutes and Matters Arising**  The minutes of the meeting of 30 June 2020 were agreed.  The provision of a Microwave to RPCC was carried forward |  |
| **3** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  None. |  |
| **4**  **4.1**  **4.2**  **4.3**  **4.4** | **Chairs Report**  Staff Birthdays Stefan, Jeanette Mason, Peter Kent  Board Birthdays - Alex,  The Chair welcomed Michael to the meeting.  The Chair said she was pleased that PK had returned to work.  The Chair noted that the office was now open and thanked staff who had been present throughout the shutdown. |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7** | **Audited Accounts.**  OI introduced the report. She explained that the Finance and Audit Committee had met with the Auditor who had said that they had full confidence in the financial systems and processes of RPRMO and that there were no issues to raise in relation to the accounts.  SO said that a surplus of £2,590 had been made. However he explained that although it had been agreed that the cost of extending the CCTV should be met from reserves, this had to be showed as current expenditure. £44,831 had been transferred from reserves leaving an overall operational surplus of £47,421 which was in line with the budgeted surplus.  The Chair said that because our systems were now all online all the information had been available to complete that audit without the auditors attending the office. This was unique among TMO’s and better than many larger organisations.  The Chair also noted that the Audit had included a risk rating of invoices and it was noted that our risk rate was very low.  The Board thanked Joy and Marsha for their hard work.  In order to increase the level of designated reserves SO suggested a transfer of £100k from surpluses to designated reserves.  **The Board Agreed to**   * **That the Accounts should be passed to the Annual General Meeting for approval** * **To transfer £100k from surpluses to designated reserves** |  |
| **6**  **6.1**  **6.2**  **6.3** | **Review of Delegated Authorities and Authorised Signatories**  SO introduced the report. He explained that we needed to review authorities on a regular basis and that changes were required to ensure that they took into account the revised structure and responsibilities. Signing limits had been increased to £1000 for the Customer Services and Office Manager, the Housing Officer and the Income Recovery Officer. This allowed them to authorise expenditure on functions for which they were responsible.  The Chair asked if SO was confident that the process would meet audit requirements. SO assured the meeting that our financial policies ensured that the checks and balances were in place to prevent abuse.  **The Board are agreed the revised Scheme of Delegations and list of Authorised Signatories** |  |
| **7**  **7.1**  **7.2** | **Review of Polices**  SO introduced the report. He explained that policies needed to be reviewed on a regular basis. The Board had previously agreed that if there were no significant changes then they could be approved without being previously circulated but could be viewed on request.  **The Board agreed the reviewed policies relating to**   * **Cash Handling** * **Surplus and Reserves** * **Purchase Ledger** * **Sales Ledger** * **Treasury Management** * **Bad Debt Write Off** * **Nominal Ledger/Management Accounts** * **Major Works/Fixed Assets Management** * **Stock Management** * **Closed Meetings** |  |
| **8**  **8.1**  **8.2**  **8.3** | **Estate Directors Report**  SO introduced the report. He highlighted -   * The office had reopened on a limited basis and we were now delivering a full repairs service. * A full Covid-19 risk assessment had been completed * No reply had been received in relation to the complaint re major works. However, he had not been able to do work on the notice because of the emphasis on the internal audit. He would prepare on his return. * No changes had been made to the risk map. * The hardship fund had an excellent take up required additional funding * SO updated the meeting in relation to PK’s progress.   SO confirmed the arrangements for the AGM to be held 8 September. He corrected the contents of the report to say that the 4 members who needed to stand down were AE, EA, JN, SY. He emphasised that members should be encouraged to vote by proxy.  **The Board agreed:**   * **The timetable for the AGM on September 8th** * **To allocate another £2,750 to the hardship fund.** |  |
| **9**  **9.1** | **AOB**  The Chair noted that the final food delivery including perishable goods had taken place. She requested that particular thanks be given to members of the Youth Forum.  AK reported that xxxx, a previous board member had died.  AC reported that sex workers were using a flat in Warnham. SO said he would have this investigated.  EA reported faults with the floor indicators in the main lift in Tanhurst. He asked why this had not been picked up in the regular servicing carried out by the Council. SO said he would investigate.  EA asked if anything could be done about the ASB from Rush Common. SO agreed to raise this with the Council.  The chair reported that she and EA were starting a gardening project outside Tanhurst. She hoped that this would encourage others to do similar work around other blocks.  OI said that the cleaning service had got worse. Other members agreed. SO said he was aware of the problem and was dealing.  SO explained that the preparation for the internal audit was under way and was approaching completion. |  |
|  | **DONM – 29 September at 7.00. Venue TBA** |  |

|  |  |  |
| --- | --- | --- |
| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| **1. Microwave for RPCC** | **RJ** | **TBA** |
| **2. Sex workers Warnham** | **SO** | **September** |
| **3. Lift Tanhurst** | **SO** | **September** |
| **4. Noise Rush Common** | **SO** | **September** |
| **5. Caretaking** | **SO** | **September** |

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

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