**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 24 September 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), Alex Ekumah (AE), Molly Sinclair (MS), Eddie Andrews (EA), Amanda Knopp (AK)  **Apologies** – Agnes Nyuma, Alieu Corneh, Sandra Yamoah  **Staff in Attendance**  Simon Oelman (SO) |  |
| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**  There were no declarations of interest, fraud, gifts, hospitality or any new share certificates.  Members were reminded to complete the new paperwork. |  |
| **3**  **3.1**  **3.2**  **3.3** | **Matters Arising from Minutes of Meeting held on 27 November 2018**  **The Minutes were agreed as a true record**  **Matters Arising**  MS1 to complete appraisals with new Board  Outstanding NFTMO reports to be submitted in writing. | **MS (1)**  **SO/MS**  **(1)** |
| **4** | **Election of Board Officers**  **The Board elected**  **Mary Simpson – Chair**  **Oni Idigu – Treasurer**  **Agnes Nyuma - Secretary** |  |
| **5**  **5.1**  **5.2**  **5.3**  **5.4**  **5.5**  **5.6**  **5.7**  **5.8**  **5.9**  **5.10** | **Chairs Report**  Staff Birthdays,  The Chair reported on the outcome of the AGM. It was noted that the audit function was to be retendered and the decision would be taken by the Board.  Two new members had been elected, Amanda Knopp and Farahia Ahmed.  A discussion was held in relation to parking charges. It was agreed that day permits would be increased to £3 a day. Annual permits to be increased to £40 but there would be no freeze.  The local SNT meeting had been well attended because of worries re ASB in area. The crime rate had increased in particular relating to theft and crimes against the person.  The Chair had attended the Lambeth Youth Awards at the Town Hall where some of our young people were presented with awards by the London Mayor Sadiq Khan from the Dwanynamics charity.  The away day had been held but MS (1) said she was disappointed with the level of attendance. The notes would be circulated and this would form a key part of the new business plan.  The Events Committee was meeting 2 October re garden opening on 5 October. There would be planting to be done on the day along with food, music etc.  The Chair reported the possible co-option of another resident.  The Chair welcomed AK to the meeting. AK said she was glad to be there and had been a part of the TA in the past. She said she was happy to be reconnecting to community and looked forward to making a contribution. |  |
| **6**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5** | **Business Plan 2020/23 – Risk Map**  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 looking at the risks that the organisation might face over the period on the plan. This was a high level plan and the details were monitored in the risk map presented to each meeting. He had circulated a draft for consideration by the Board.  Members noted the draft and agreed to consider this and let SO have their thoughts.  SO said that as part of the income generation plans he was looking at providing services to Cressingham Gardens once they were established as a TMO.  **Members agreed the draft risk analysis subject to changes after discussions with Staff and further comments from the Board.** | **All** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5**  **7.6**  **7.7**  **7.8**  **7.9**  **7.10**  **7.11**  **7.12**  **7.13**  **7.14**  **7.15**  **7.16**  **7.17**  **7.18** | **Policy Review**  The policies relating to Lone Working, Anti-Social Behaviour, Adult Safeguarding and Child Safeguarding were in need of review.  It was noted that neither the Lone Working nor ASB policies were in need of substantive review and therefore had not been circulated. They were available on request.  Amendments were however required to both safeguarding polices.  Adult Safeguarding  SO explained that the underlying principles of the policy remain unchanged. However there are areas in relation to the internal management of cases, dealing with complaints against staff and volunteers and data protection (CDPR) which have been updated along with new reporting mechanisms.  In relation to internal reporting the revised policy sets out that all cases must be raised with the Estate Director as well as the line manager. The policy also emphasises the need to keep full records  The revised policy is more explicit in the management of allegations against staff and volunteers. Whilst as before this policy refers to the disciplinary policy it makes clear that in cases such as this suspension may be seen as the best way forward whilst investigations are under way.  The disciplinary policy makes it clear that suspension must not be seen as having any implications in relation to liability. Rather in cases such as this, it is there for the protection of the staff member and any victim.  It also sets out the mechanism for seeking advice on safeguarding issues.  Child Safeguarding  This policy has been subject to major review following a two day course attended by the Estate Director.  Whilst the underlying principles in the existing policy are sound, best practice dictates that there is a need to include additional detail, and ensure that reporting mechanisms are up to date.  The list of relevant legislation had been updated and importantly Female Genital Mutilation (FGM) is included as a safeguarding issue.  The revised policy also included the need to appoint a Designated Safeguarding Officer who takes overall responsibility for management of any complaints in relation to Child Safeguarding. This is currently the ED, who has received the required training, but could be any member of staff.  The revised policy also updated the referral mechanisms. Importantly it sets out that any S17 (not urgent) referral can only be made with the consent of the parents. This is because this process is around help and support and is also linked to our wider social isolation strategy.  The revised policy also goes into further detail about making urgent referrals.  One of the main changes relates to allegations against staff and volunteers. In this respect there are specific reporting responsibilities through the Council’s Designated Officer.  In addition as with the Adult Safeguarding policy the matter should also be dealt with through the organisations disciplinary policy, including the use of suspension to protect both the staff member and the victim.  Finally the revised policy is updated in terms of the impact of GDPR, the importance of record keeping and the compliance of partners and contractors.  **Members agreed the revised policies relating to**   * **Anti – Social Behaviour** * **Adult Safeguarding** * **Child Safeguarding** * **Lone Working** |  |
| **8**  **8.1** | **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 * Other issues in relation to major works * Opening of the community garden * Progress on recruiting an apprentice * Issues relating to ASB on and around the estate * The impact of potential increases in charges relating to the existing gas contract * Progress in relation to sickness for PK   **The Board noted the contents of the report** |  |
| **9**  **9.1** | **AOB**  MS requested an update on the mobile phone aerial on Elstead. Residents were concerned at the noise relating to the work. SO said that he felt that communications from the company were very poor and that he would continue to raise matters as they arose  **DONM 29 October 2019 AT 7.00PM** |  |

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. **Board Appraisals** | **MS(1)** | **By end January** |
| 1. **Further NFTMO presentations to Board** | **SO/MS(1)** | **October 19** |

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

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