**Minutes of Management Committee - Wednesday 21st January 2015**

**Present**

**Henry Hall, Eunice Nunes dos Santos, Neil Davies, Kathleen Hirrell, Rosangela Borromeo, Emmanuel Jagede, Juan Blacio, Susan Board, Valerie Iskander, Suzanna Lai, Oliver Quantick,**

**Apologies**

**Iggy Adu-Bosompen, Elizabeth Arimoro**

**In attendance**

**Chris Nsiah Councillor Alison Kelly, Kim Thompson (LBC)**

| Item | Report | Action |
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| Correspondence | Code of Practice: A guide to the 12 principles:<br>Richard Bond (LB Camden's CCTV systems co-ordinator) advised on the legalities of what is permissible in CCTV and the procedures regarding data management.<br><br>Committee to have policies in place on how data is to be controlled and how and to whom it should be released.<br><br>Councillor Alison advised that TMO's policies and procedures should be aligned with the London Borough of Camden's policies and procedures. | Committee |
| Items outstanding from | Minutes from 17th December 2014 reported as accurate.<br><br>Votes to elect Vice-Chair and sub- | Kim |

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| previous meeting | committee members – Committee members to contact Chris or vice-versa, to inform what committees they would be interested in.<br>Kim suggested that the Employment Committee should have at least 3 members. | Chris |
| | "In the Driving Seat" Training Program for 2015 was presented to the Committee members who are to express interest and inform Chris for booking arrangements. | Committee<br>Chris |
| Items outstanding from previous meeting | The Committee is waiting for two further quotes regarding the lighting work necessary for the use of the football pitch. | Chris |
| | A general outline of the caretaker's and cleaner's duties was presented to Committee members and will be made available in the estate's notice boards for tenant's information. | |
| | Bins: Three quotes received but no action taken – An e-mail to be sent to Kim who will speak to Terence Smyth | Chris<br>Kim |
| Estate Improvements | Business Plan t for the estate's current improvements to be made available in the next meeting for new Committee member's perusal. | Chris<br>Ash |
| | Repair of the alleyway gates in Harmood completed. | |
| | The trial painting on the fencing in the children's play area will be done after the internal decoration works are completed | |

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| Office Report:<br><br>• Voids<br><br>• Asbos<br><br>• Complaints<br><br>• Repairs | Chris reports that staff were pleased with the Committee's offer of a Christmas bonus and lunch and say thanks.<br><br>2 voids:<br>• 3 Beauvale<br>Extensive renovation underway to meet lettings standards<br>• 3 Powlet<br>Applicant declined due to medical reasons and property being re-advertised.<br><br>ASB 26 closed.<br><br>The complaint from Rugmere on 26/11/2014 regarding water penetration and damages.<br>Chris advised the perpetrators to replace a bath and further inspected that the work had been done. The complainant was not happy and has appealed to the Council. The appeal was not upheld and the case is closed.<br><br>43 repairs in the period, none outstanding. | |
| • Budget | Budget is running as forecast<br><br>Councilor Alison Kelly advised regarding the £100,000 (One hundred thousand pounds) to be held in a surplus account until ready to be spent.<br>Further, she inquired if the Committee has a plan in the place on how to spend that money and advised the Committee to have one. | Councillor Alison Kelly Chris and the Employment sub-Committee |

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| | Kim has requested clarification regarding the -2,188 (minus two thousand, one hundred eighty eight pounds) figure on the first page of the report under the “Total Estate Cost” Variance December. | Chris |
| AOBs | An e-mail to be sent to Mr Ross Barber regarding the faults in the lift at such an early stage following its replacement. | Chris |
| | Issues of people parking in the estate: Not much to do at this stage, but it was suggested that details should be passed to enforcers – DVLA.<br>Further it was suggested that physical restraints were put in place to stop these intruders from parking in the estate. | Chris<br><br>Committee |
| | Sculptures to be placed in the estate for environmental appeal: Emmanuel will write a letter to the Royal College and present it at TMO’s next meeting.<br>Emmanuel suggested that these sculptures should be lit. | Emmanuel |
| | Juan proposes that staff do regular walkabouts in the estate identifying repairs that are needed and recording its findings.<br>Chris has reported that the walkabouts have been taking place already and that tenants could also play an active role in reporting anything that is of concern in the estate’s surroundings | |
| | The cherry tree: A second opinion to be sought from an expert as evidence that the tree is ill before any decision is made regarding the fate of the cherry tree | Eunice |

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| Outstanding issues: | Votes to elect Vice-Chair and sub-committee's members | Kim |
| To be visited later in 2015 | Committee to have a proposal ready to present to DMC requesting some funding towards spring cleaning the estate | Committee |

Signed: _____
Eunice N dos Santos – Secretary

Signed:_____
Henry Hall – Chair

On 11th February 2015