Chalk Farm Housing Group

Minutes of Management Committee - Wednesday 19th October 2016

Item 1. Present, Apologies and Correspondence

Present

Sue Board (SB), Valerie Iskander (VI), Henry Hall (HH), Neil Davies (ND), Roseangelo Romero (RR), Kathleen Hirrell (KH), Elizabeth Arimoro (EA), Eunice Nunes dos Santos (ENS), Tom Nunes dos Santos (TNS), Alexandra Wochowska (AW), Mary Akinbiyi (MA), Councillor Alison Kelly (AK) (LBC Co-Opted Member)

Apologies

Kim Thompson (LBC), Will Nunes dos Santos

In attendance

Chris Nsiah (CN) (Housing Manager), Stephen Jones (SJ) (Auditor), Lucy Caithness (LC) Kentish Town City Farm, Peter Simonson (PS) (Minutes)

Item	Report
Correspondence	None

Item 2. Financial Audit & Adoption of 2015/16 Accounts

Stephen Jones presented the 2015/16 accounts to the committee. Previous 2 years accounts could not be signed off due to lack of clarity from LBC about pension liability. This has now been resolved.

Members of the committee commented that accounts were not easy to follow or understand. HH said that the committee needed to look at other ways of presenting the accounts. The committee has previously met with Juliana Mak about presenting a more useful narrative summary of the accounts for public consumption. SJ talked the committee through the accounts as presented.

SJ stated that the wording of the last paragraph on page 10 of the accounts may have to change as the pension liability issue has now been resolved. When this is received the accounts will be posted to the FCA.

ACTION: CN to email Stephen Jones containing the wording from LBC on their liability for the pension scheme and that the accounts have been adopted. Date adopted to be changed to 19/10/16.

Item 3: Lucy Caithness Kentish Town City Farm

ND invited Lucy along from Kentish Town City Farm as a result of queries about gardening clubs from residents. LC had worked for a number of years at KTCF and had experience of setting up community gardens. She explained that although there was a lot of space on the estate she was unsure about where vegetables could be planted as they needed 6 hours of sunlight per day to grow. Because on the buildings on the estate she was unable to state where the sun would land. Residents would need to monitor sites around the estate. She talked about meeting interested residents about their ideas. Raised beds and wildflower gardens were mentioned.

ND explained that the proposal was to engage LC and the City Farm to work with residents. This would involve a cost to CFHG in paying for LC's time and for tools, seeds etc for the project. He asked that the following proposal be voted on:

To engage Lucy Caithness to facilitate the setting up of a community gardening project.

The committee unanimously agreed

ENS has a list of residents interested in a gardening club and agreed to meet with LC on 21/10. MA registered her interest in the project.

ACTION: Interested members to meet prior to the next committee meeting

Item 4: Minutes from Meeting 21 September 2016 & Matters Arising

Action Sheet

Actions to be picked up from previous meetings on rolling action sheet.

Painting of Security Doors

AK asked that CN continue to press LBC about painting security doors. CN said that he'd received a response LBC that they are scheduled to be done in the next round of works.

Parking Enforcement

VI pointed out that two vehicles had been left overnight and over the weekend taking up resident parking bays. Although they had LBC permits she believed that these were only meant for working hours. HH said that

there is little that can be done as enforcement is the responsibility of LBC. VI further asked whether there were dedicated disabled bays. HH explained that parking spaces were over subscribed. If visitors come onto the estate they can get special parking dispensation by contacting the office or using the out of office hour's telephone number. They can also use the contractor's space if necessary.

Staff Cover

VI asked why the committee hadn't employed agency cleaners when all cleaning staff are off sick. HH explained that it was not yet a critical issue and the cost involved in engaging agency staff, who had minimum weekly contracts, made this unfeasible at the moment. CN will monitor the situation.

Item 5: Estate Improvements

ND raised the issue of the implications for the operating plan if committee decisions and CFHG staff job descriptions were divergent. AK stated that at a previous meeting the committee had agreed to the 1% pay rise being linked to performance related pay. CN said that staff had already received the 1% NJC agreed pay rise. HH said that is was a question of benchmarking "performance". ND said that collectively staff had to work with the committee and its aims. He mentioned that a number of things that hadn't been picked up on by staff, laser lights, painting etc and that there was a need for the staff to sit down with the committee to ensure that they are working together. AK said that leadership and performance related pay would enable staff to work more in line with the committee. CN stated that there was no obstruction to change from the staff. ND suggested that the committee and staff meet.

Item 6: AGM Feedback

Not discussed.

Item 7: Budget

Not discussed.

Item 8: Office Report

Not discussed.

Item 9: AOB

New members

CN stated that the introduction packages given to new members have

included copies of the Bribery Act.

Training Programme

ENS asked about committee training. CN has a new training schedule for committee members.

ACTION: CN to distribute training programme to committee members.

When: ASAP

Procedural Issue – Accounts

CN mentioned that procedurally the accounts had not been agreed. AK suggested presenting them at a special Christmas meeting where they can be agreed and residents can discuss future plans and also have a chance to meet each other.

ACTION: CN to organize Christmas Meeting where accounts are agreed upon.

When: ASAP

Next Committee Meeting Wednesday 16th November 7pm

Signed: _____
Position:

Signed: _____
Position: