Chalk Farm Housing Group

Minutes of Management Committee - Wednesday 16th November 2016

Present

Henry Hall (Chair) (HH), Eunice Nunes dos Santos (Secretary) (ENS), Roseangelo Borromeo (RR), Mary Akinyibi (MA), Elizabeth Arimoro (EA), Alexander Wochowska (AW), Juan Blacio (JB), Angela Ferraro (AE), Councillor Alison Kelly (LBC Co-Opted Member) (AK).

Apologies

Neil Davies (Treasurer) (ND), Tom Nunes dos Santos (TNS), Will Nunes dos Santos (WNS)

In attendance

Chris Nsiah (CN) (Housing Manager), Peter Simonson (PS) (Minutes)

Item	Report
Correspondence	None

Minutes of Meeting 19th October 2016 and Matters Arising:

- Minutes agreed as an accurate reflection of the meeting.

Matters Arising

- PS to ensure uniformity between minutes and action log.

Broomfield Smell

- CN has spoken with gardeners about the smell around the area.
- HH believes that the problems may be with the drainage from the alley and then along the garden border at Broomfield.

ACTION: CN to email to LBC asking them to block off the alley in order to prevent anti-social behaviour taking place and also investigate possible drainage issue (cc AK in correspondence).

When: ASAP

Sheds

- CN stated that those residents who wanted sheds had a preference for those

at Broomfield.

- HH stated that the sheds at Tottenhall should be the ones offered to residents as they have to remain due to a party wall issue.

ACTION: CN to stipulate to residents that the only sheds that can be used are at Tottenhall. Refurbishment of these sheds to be assessed.

Letterbox Refurbishment

- CN has supplied LBC with residents contact details. CN last wrote to LBC on 10/11/16.

ACTION: CN to contact LBC on behalf of the board for a date for work to take place.

When: ASAP

Painting of Entrance and Security Doors

- CN is currently waiting for a quote on the work from Waites requested 16/11/2016.

Rubbish Removal from Walkways

- CN has produced a template letter to go to all residents.
- AK stressed that all waste and bulk rubbish needed to be removed from walkways by 1/02/17.
- Provision will be made for CN to engage agency staff on this if staff resources are an issue.

Audit Report

- Chair, Secretary and Treasurer to sign amended audit report as soon as Treasurer (ND) back from leave.

ACTION: Amended Audit Report to be Signed.

When: Urgent – as soon as ND back.

Gardening Club

- MA and ENS met with Lucy from Kentish Town City Farm. Ongoing issue of monitoring where the sun falls. Members will be meeting again with Lucy.

The Committee voted unanimously to have an operational budget for Lucy.

ACTION: Budget for the project needs to be agreed with ND to purchase tools, material, seeds etc.

When: ASAP

Xmas Meeting

- Xmas meeting to be held on 21st December 2016. Combined with a meeting about the Gardening Club.
- Will need to discuss the Ferdinand Place Proposal along with Leverton's plans.
- Need to ensure that Mary McGowan at LBC is informed of the Gardening Club plans and how these fit with the Ferdinand Place Proposal.
- Must that the accounts are presented.
- Mince pies and refreshments to be supplied.

ACTION: CN to arrange Xmas meeting

When: ASAP

Parking: Gates and Enforcement

- Need for a two pronged approach to the ongoing parking issue is timescaled.
- There has been an issue with City Stores insisting on the placement of the parking barriers at Rugmere.
- HH stated that Camden's commercial arm wanted City Store to have inhibited access to their premises. CFHG have already made 2 compromises and HH stated that CFHG should not compromise any further.
- When the barriers are installed CN will allocate keys. Emergency services will all have their own sets.

ACTION: CN Parking & Enforcement Timescale – Independent parking contractors engaged by 21/11/16. Barriers to be installed by mid-December 2016.

<u>Estate Improvements</u>

- Discussed in matters arising.

1st and 2nd Quarter Review

- AK stressed that all committee members needed to read the review.
- CN stated that the report links into staff performance related pay.

ACTION: CN to inform committee of outstanding issues and address by January 2017 committee meeting.

Budget

- AK noted that CFHG had just under £87, 000 to spend on the estate.
- ENS asked about training provision for committee members.
- CN stated that there is an "In the Driving Seat" training programme for all TMO members

Office Report

Questions were raised about staff sickness.

- CN stated that agency staff had been engaged but they didn't stay for the duration that they were contracted for.
- HH said that CFHG would not be paying the agency because the staff did not fulfill their duties.
- The committee agreed that a long term plan needed to be looked at with cost implications. At present it was felt that a cleaner was most needed however, the committee may have to look at a range of duties being covered. The committee proposed employing an additional part-time cleaner. The proposal was passed unanimously.

ACTION: CN and HR Committee to look at employment of member of cleaning staff on short term contract.

When: Urgent

- AK also asked for details of staff sick pay arrangements.

ACTION: CN to supply details of sick pay arrangements to the HH by 18/11/16 and to all committee members by the next meeting 21/12/2016.

- CN informed the meeting that the office would be closed on 16/11/2016 due

to staff having to attend a court case in Romford.

- HH asked for copies of the court documentation.

ACTION: Court case details to be supplied to the Chair after meeting.

Any Other Business

- Global Street Art will be coming to the estate on 24th December 2016 at 3pm to talk with the media about their work.
- CN has a quote for clearing bushes of £2,020. Should this be incorporated into the Gardening Club budget?

Next Committee Meeting Wednesday 21st December 7pm

Signed: _____
Position:

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