



Management Committee (conference) meeting

Tuesday 21 April 2020 7 pm – 9 pm

Present -

Kate Thompson (Treasurer) KT, Frances Murphy Secretary, FM, Margaret Pope, Assistant Secretary MP, Charlotte Axelson CA, Patricia Cryan PC, Tim Prichard TP, Bridget Shield BS, Sheila Smith SS, Sandra Sykas Taylor SST

In attendance: Isaac Essuman (Estate Manager; IE)

Apologies for absence – Nick Flesher NF, Paul Harding PH, Pam Dockeril

It was agreed that the meeting would follow the set agenda and the following documents were reviewed and amendments/additions agreed.

### **Document Review**

**Co-operative Principles and Values** – The International Co-operative Alliance Principles 2004 to be checked **ACTION IE** to ensure that there have been no changes that would affect WMC.

Final paragraph should read .....Annex D (1) and the date of the WMHC Membership Agreement should be amended to read 2015.

**Asset Management Policy** - Point 3 - second paragraph, re MA the date should be 2015.

Point 4 second paragraph – first line should read 2015

Point 7 Related Documents

MA Chapter 5 Schedule 2: Financial procedures: Purchasing – the word Orders should be added.

Paragraph 9 and Asset Management: should read Paragraph 22.

### **Anti-Fraud Policy – 3 Scope**

Point 3.3 the word “intentional” maladministration - should be added.

Point 5.3 – phone number to be checked. **ACTION IE**

Point 6 – check name of Housing Corporation. **ACTION IE**

Point 7 – word “her” should be amended to **his/her**. Wording to be checked re rent collection.

Final paragraph – dated to be amended to 2020.

## **Equal Opportunities Policy and Procedures**

Point 1.2 word “gender” should be added.

Point 7 Related Documents – “Allocations Procedure” to be checked.  
Date should be amended to 2015.

## **Standing Order No. 1. Elections - Rotating Terms of Office**

Omit first sentence

Nomination procedure – Change the word twelve for eight.

## **Standing Order No. 5. Secret Ballots**

3.3 MC to be added in front of the word members

### **ACTION FM**

A copy of the new (updated) Constitution be issued to MC members; hard copy in the office and uploaded onto the website. Residents made aware.

IE will refer to NF re progress. **ACTION IE**

All above documents should be printed on current WMC headed notepaper. **ACTION IE**

There are 8 further documents to be reviewed, and this will be covered over the next 2/3 months. **ACTION MC**

Standing Orders are currently not in the Management Agreement - to be added when next reviewed **ACTION MC**

WM Document Log to be distributed to MC and added to welcome pack for new MC members **ACTION FM**

## **EM Report including CHICS maintenance report and update on support for vulnerable residents.**

Point 2 of EM Report – Lambeth Internal Audit.

IE agreed to forward copy of this document to all MC Members. **ACTION IE**

A review would be undertaken in 6 months to check progress.

Point 11. Complaints

Question raised about the 4 noise complaints –IE advised that two concerned one property with one each on other properties.

The Service complaint had been dealt with by the Management Committee.

**Action Log** – members were updated on items in the action log.

3. Painting of galvanized trunking - second quote to be obtained. **ACTION IE**

Members need to be advised of future maintenance costs.

4. To be included in point 1. Date to be changed for presentation to post 31.05.20 FSC to confirm

6. Two signatories to visit NWB to sign necessary documents. Name on the card needs to be changed. **ACTION IE & SS** to meet to discuss way forward.

8. This item is to be included in point 2.

9. Alternative HR service provider sought; extent of service provided and cost being reviewed **ACTION IE &KT**

10. We should continue to encourage residents to join sub-committees.

12. Report to be circulated to MC members in order to make decision. **ACTION IE**

A separate meeting will be held for the MC to review the report and agree position prior to the GM. **ACTION MC**

14. Quotes to be obtained for necessary work. **ACTION IE**

15. T. Brown currently not on site (unless for emergency) – Note.

16. Work on large playground painting equipment/walls to be undertaken at future date.

17. IE and KT to continue to work on list of reputable contractors. Large and small companies.

19. Maintenance Schedule currently being reviewed by the Gardening and Cleaning sub committee.

20. Awaiting quote from company.

22. Report to be circulated to MC members.

23/24 To be added to the Maintenance Schedule.

25. Members referred to both the weeping willow on Holst Court green **plus the tree in the large playground that had a damaged branch overhanging Kennington Road.** Recommended that the trees be included with the others on the estate currently under review by Lambeth for treatment/removal. Concern was raised about the weeping willow and possible subsidence problems. **ACTION IE** to chase Lambeth.

34. IE to seek definitive view from Lambeth regarding keeping residents keys in the office safe. **ACTION IE** to follow Lambeth's **advice.**

### **Bulk /rubbish Process.**

IE had produced details of process for removal of bulk rubbish. More detail is required to assist understanding of the process.

It was recommended that when residents are advised of the process the cost per year should be included. **ACTION IE &TP**

### **AOB**

The EM confirmed that the office had undergone a complete (professional) clean following the announcement that the HM had been diagnosed with the virus.

The problem of residents smoking illegal substances on the estate was raised and it was recommended that a suitable letter be sent to residents in 1-5 and 22-32.

Brief discussion about the possibility of “hacking” into website/office data stemmed from a resident receiving a scam telephone call where their name & phone number were known.

The meeting was advised that it is Lambeth’s responsibility for IT safety (security re personal data etc).

WMC website is not considered a problem as no personal data is recorded.

**ACTION IE &TP** to respond to resident.

Member advised people that Covid 19 tracker app –( Kings College hospital) can be downloaded.

Meeting ended 9.am.

