



BOARD MEETING
To be held on Wednesday 14th November 2018 at 7pm
At 2 Fernwood
MINUTES

CHAired BY LINDA OSBORNE

1. Apologies:
 - Bernard Koudjo
 - Hugo Pastor
 - Gaurav Sonpar
 - Giulia Gray

2. Previous minutes – Action point status and signature - Approved. Chairman Bernard Koudjo to sign on his return.

3. Estate Security - update required from Cecilia Barratt ('CB'). Are the guys doing the fibre installation locking up what they're opening for works? Gate has been open around Wimbledon Park Court and somebody got on the roof recently and the police were called. Safer Neighbourhood Team are to be invited to next General Meeting. Someone from the Board to attend the next Safer Neighbourhood Team meeting. Shaun Wilcox took photos of guys on the roof, email sent to CB the first it occurred time and she was to speak to the police. The second time it occurred 999 was called. Need an update from CB. **AP1.**

4. Gardening Contract Update - Shaun Wilcox reported that the assessment of the existing ways of working has been completed. The current contract has finished with the gardeners and they are on a month by month rolling contract. SW has shortened our tender document and done a review of where savings can be made. **AP2.**

5. Formal Complaint (32 Ambleside) - CB to provide the reports provided by the contractors saying it's ok. Following that Sarah Stevens ('SS') says that another officer could then be sent out - perhaps a Building Maintenance Officer to give a second opinion. Linda Stevens reports that she's asked CB if the doors and door frames are programmed in for replacement at any time and they say no. SS going to double check with Major Works. **AP3.**

6. Estate Manager's Secondment - due to end at Christmas - back from holiday on 26.11.18. Discussion took place around what the next steps should be and what the procedures are. Follow up meeting required with Blase Lambert ('BL') and rest of the Board.

7. Staff Appraisals & General Supervisions - The Chairman is meant to meet with the Manager for regular meetings and appraisals.

8. Financial Update - BL unwell.

9. SIBS submissions - can someone else attend on 19.11.18 as SW cannot. SW asked CB for visibility on everything to be discussed, not yet received.

10. Any other business:

- SW has received a breach letter from the rent collection service saying that they will be taking rents back. But we're meant to be handing it back anyway. SW to contact Cherry and explain that CB is away. **AP4.**

11. Board Member Training: Thursday 29th November 2018 - suggest we have a quick update then from CB & BL if possible, but session might be too intense.

12. Date of next Board Meeting:

Wednesday 16th January 2019 (Next General Meeting Wednesday 12th December 2018)