**Board Meeting Minutes**

Attendees:

Bernard Koudjo, Chairman

Shaun Wilcox, Vice-Chairman

Mary Cunningham, Treasurer

Kirsty Corcoran, Secretary

Nigel Tabbron

Phyllis Edwards

Max Findlay

Andrew Cook

Linda Stevens

Hugo Pastor

Giulia Grey

Blasé Lambert, Consultant

Cecilia Barratt, Housing Manager

Sarah Stevens, WBC

1. **Apologies**

Gurav Sonpar

1. **Introductions**

Cecilia Barratt (CB) introduces Enriique from the new contract cleaning company for questions? Julia Grey (JG) asks if we have new cleaners. Linda Stevens (LS) reports that the cleaning is much improved.

Everyone else introduces themselves.

Bernard Koudjo (BK) explains about voting in of the members. We can co-opt people onto the committee, or as servers, until they are ratified at the next General Meeting (GM). We can vote people in at any GM, so October will be the next one. Any confidential matters we leave to the end of the meeting and ask non-voted members to step out at that point. Mary Cunningham (MC) asks about how we organise the process for non-attendance which is explained by CB & Kirsty Corcoran (KC).

Cleaning issues:

* MC asks about the base of the stairs on Wimbledon Park Court (WPCt). Does washing down etc take place? Agreed it will be looked at.
* Enrique encourages us to feed back to CB. CB does a monthly report with the cleaning contractor.
* BK reports on marked improvement behind Fernwood.

1. **AP1 – still the same.**

AP2 – CB reports further electrical problems in Ambleside. And the leak which caused all the power to be turned off until 5am. Reifield Boards to be upgraded (custom made) as a matter of emergency in Ambleside. Council are going to be actioned with the work as soon as possible – C1 referral form filled out by CB. Restidents will be getting a Section 20, but she hopes it will all be covered by insurance.

1. **WPC Safety**

MC reports on situation. Blase Lambert (BL) says he and CB has walked around WPCt and have ideas about gating off entrances, but suggests that BL the police should be asked to attend a meeting to discuss with people. CB says the SNT are doing their rounds. The more reports they get the more they will put resources into. SS encourages people to call 101. Report we need that we need a solution other than 101. IF going to the councillor, need to tell him to go to the police, ask what they are doing about it. Not to the Coop.

1. **Gardening Contract**

World Wide Plants (WWP) can’t manage the estate on the budget we have now. They would want to turf areas. Green Team said they can’t spec to the budget we have. The estate is too big.

What do we want? Meadow areas, more turf. CB reports that relationship with WWP is not very good. CB now has a copy of the tender doc and specification for Acroyden Estate. MC asks if also the heavy backlog of work can be dealt with and cleared so that it’s more appealing to take on. BL agrees probably an incoming contractor would want to come in to a clean slate. Voluntary leaf sweeping suggested. BK illustrates that there is no buy in from estate for voluntary items. BL says community clean up day a great idea, but you cannot not maintain your services and expect residents to do it. Shaun Wilcox (SW) & JG will meet the gardeners on Monday to do a walk around.

1. SW attending the SIBS meeting on Monday. CB will send him the requests: 1. Bin store with green roof. 2. Bench for the community garden. 3. Playground fence for Fernwood playground. 4. New noticeboard for WPCt.
2. **Updates:**
   1. Staffing – need someone to take on the staffing liaison when we get to the point of talking to CB about coming on permanently. Linda hasn’t been in touch to do it. CB’s secondment was up this week and so has be extended until the end of December.
   2. Finance – BL has done a re-profiled budget based on decisions made in the last few months. Sent to the council for them to work out their maintenance charges. Also produced a Q1 finance monitoring report. Will be doing Q2 at the end of this month. Council yet to re-charge for any costs relating to CB’s secondment. On rent accounting things haven’t yet been finalised because of waiting on IT and telephone installation.
   3. Nothing to report.
3. **Board Member Training**

This is being held on the 27th by BL. CB proposes that we have it in Southfields Library. First one is on Governance and Board Responsibilities. 7pm.

1. **Newsletter**

Agreed we have one go out every couple of months - ideally after each Board Meeting to report on decisions made. One to go out this month.

1. **AOB:**
   1. CB presented the proposal for the access/front area of the Estate Office, to make it disabled accessible and more friendly. Quote is £3,500 ex-VAT (can re-claim the VAT). BL thinks it’s good value, much friendlier but also most importantly but also is all disability non-compliant. CB points out that there is a lot of personal data back here at the moment when people just walk in.
   2. Thames Water issue – JG to speak to Cecilia.
   3. Water Butt.
   4. Composting Bin.
2. **Date of next meeting:**