

Millbank Estate Management Organisation
 Management Committee Meeting Minutes
 Thursday 24 February 2011 at 6:30pm, MEMO Boardroom



Present: Wilfried Rimensberger (WR) Chairman
 Neil Cocking (NC) Treasurer
 Obi Nwosu (ON) Board Member
 Pat Johnstone (PJ) Secretary
 Barbara Charalambous (BC) Board Member
 Phil Hayes (PH) Vice Chairman

Apologies: Margaret Landman (ML) Board Member
 Lynda Hiscock (LH) Board Member

In Attendance: Annelie Sernevall (AS) Estate Director
 Nicole Vargas (NV) Finance Officer
 Mervyn Thomas (MT) City West Homes
 Graham Davey (GD) NEST

1	INTRODUCTION	Action
1.1	WR welcomed everyone, introducing GD from NEST to the board.	
2	DECLARATION OF INTEREST	
2.1	ON stated that a new hosting company has been sourced and he knows the person who owns the company and is therefore declaring an interest.	
3	NEST – Government Pension Fund presentation and Q&A	
3.1	GD outlined the benefits of MEMO using NEST (National Employment Savings Trust) as a pension scheme.	
3.2	GD explained that NEST would be up and running around May/April time so MEMO would be able to set up a pension scheme on a voluntary basis later this year. Government legislation will then be passed November 2016, making workplace pension schemes compulsory, unless individual employees choose to opt out.	
3.3	GD advised that the benefits to setting up a pension scheme with NEST on a voluntary basis would be extra support from the company. GD stated that if any members wanted to know any more about NEST, he is available to be approached.	
4	MINUTES FROM LAST MEETING AND MATTERS ARISING (CONTD)	
4.1	BC stated that the social employment sub-committee dates have been agreed but other sub-committee dates remain outstanding.	

4.2	BC made an enquiry about when the board would discuss the matter of NEST. WR stated that the board would need to look into funding, which would be discussed the Away Day. Part of the Employment and Finance Sub-committee would then need to look into this.	Employment and Finance Sub-Committee
5	FINANCE REPORT	
5.1	MT stated that CWH would prefer to implement the Finance and Management Agreement by 1 st July but if other TMO would like to move this date forward, then it might be passed through sooner.	Allowance reference
5.2	AS expressed concern to MT that CWH have sent through spreadsheets only with repairs expenditure and codes, and that there needs to be a breakdown of more costs. AS and MT agreed that the meeting on 7 March would hopefully be productive on this issue.	MT
5.3	Summarising on NV's behalf, NC stated that the board are within their budget spend and that the Financial Sub-Committee need to come up with a financial budget for the next year.	Financial Sub-Committee
5.4	NC informed the board that MEMO has been offered a higher percentage increase than any other TMO in CWH. AS stated that whilst MEMO are now trading in surplus, the percentage increase is not going to make the company a stable entity and that the board still need to secure external funding.	
5.6	BC and ON agreed that the finance report is now much easier to read and follows a more useful format.	
5.7	NC stated that improvements still need to be made for residents, even though the company's prudent approach has been financially beneficial.	
6	ESTATE MANAGER REPORT	
6.1	AS stated that Ashley has emailed her to say the TATE has a piano that the MEMO can have. Welcomed by all.	Agreed
6.2	AS stated that the next phase of Major works has yet to commence because MEMO have only recently received a programme from CWH outlining that there is money available for the next financial year (12/13).	
6.3	AS informed the board that new gutter guards (on Turner, Stubbs Ruskin and Rossetti) have been put up, which will solve a huge problem on the estate where in previous years there have been problems with blocked gutters.	
6.4	AS expressed thanks to the Housing Management team, in particular Sharon, who have been delivering good results through her hard working and will be made employee of the quarter.	
6.5	WR stated that residents have approached him on the issue of waste management, in which bins have gone missing and the service has not yet dramatically improved. AS stated that she would raise this complaint and that the staff would also be asked to report anything out of the ordinary.	AS

6.6	Westminster Council have approached AS to see if more trees can be planted on Millbank Estate. There was a discussion around this and provided that residents are consulted and in support, species with limited root growth selected, trees are kept in appropriate proximity of the buildings as well as ensuring that planning permission is applied for, then it will be agreed by the board that planting new trees would be welcome.	Agreed – pending delivery plan
6.7	Westminster Council would like to install bike sheds on the estate and funding has been secured from the Mayors officer the notion was agreed, subject to design.	Agreed – pending design
6.8	The Big Communities Day, MT was presented with a proposal and agreed to take it back to CWH. The possibility of a joint venture was discussed. It was agreed that a joint meeting would be organised for some point in the near future.	MT & social sub-committee
6.9	AS reminded the board of the newsletter that has been taken on by the social sub-committee and offered to create it using the old template in order for it to be distributed by March.	AS
6.10	AS distributed Sharon's report on housing management, stating that this information was based on CWH data, which had been the performance measure used till now	
6.11	AS asked the board whether they would like some statistics or any sections from Sharon's report to capture the standard of the company's performance this month. BC stated that it would be useful to see an overview. WR agreed that it would allow MEMO to pinpoint what performance areas need to be monitored.	
7	SOCIAL SUB-COMMITTEE REPORT	
7.1	ON put forward a recommendation for transfer to a new hosting site. A handout was distributed with a breakdown of costs. The board agreed this proposal which is a saving on current cost.	Agreed
7.2	There will be a discussion with AS about who will be given the responsibility to make update content on to the site. Some training is required but ON stated that it is fairly straightforward and that he would be happy to provide that.	AS & Social sub-committee
7.3	BC stated that a calendar will soon be going online, which can be seen by every resident. This document will also be distributed to board members and displayed in the office.	
8	MMA SUB-COMMITTEE REPORT	
8.1	We are still waiting for clarification on some aspects and Liz Michael is chasing this ones this is completed we will invite Liz to a full board meeting and we will go through the finished product.	
8.2	AS expressed a concern that 50% of MMA is for MEMO whereas it is 100% for other TMOs. MT stated that he would asked Darren to look over this to see whether CWH could the fund the full 100%	AS & MT
9	ANY OTHER BUSINESS	

	NC stated that every board member should be trained on Allocations so that there are more prospective members for the Allocations Panel. ON agreed that he will attend, PJ said that it would depend on times. MT will advise when the training will be convened.	MT
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SecretaryDate.....

Chair.....Date.....