

Millbank Estate Management Organisation
 Management Committee Meeting Minutes
 Thursday 28th April 2011 at 6:30pm, MEMO Boardroom



Present:

Wilfried Rimensberger (WR)	Chairman
Phil Hayes (PH)	Vice Chairman
Pat Johnstone (PJ)	Secretary
Neil Cocking (NC)	Treasurer
Margaret Landman (ML)	Board Member
Obi Nwosu (ON) DN	Board Member
Gwendolyn Morgan (GM)	Board Member

Apologies: Barbara Charalambous (BC) Board Member

In Attendance:

Annelie Sernevall (AS)	Estate Director
John Brookes (JB)	Lakehouse
Mervyn Thomason (MT)	City West
Olive Whitcomb	Homes
Irene Carter	Observer
	Observer

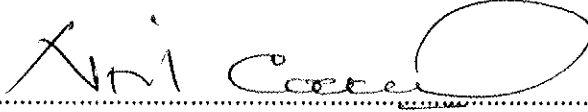
1	INTRODUCTION	Action
1.1	NC welcomed everyone, introducing John Brookes from Lakehouse who had been invited to speak with the board about the Lakehouse Social Enterprise scheme.	
2	DECLARATION OF INTEREST	
2.1	No declarations of interest made.	
3	JOHN BROOKES SPEAKS TO THE MEETING :	
3.1	JB spoke outlining the work of Lakehouse as a main contractor for public sector works with an interest (and experience) in setting up Social Enterprise leading potentially to Joint Venture projects resulting in profit share. Through the nature of the Lakehouse Social Enterprise Scheme a legacy of training and field experience can remain in the hands of local area workers with the completion of contracted works.	

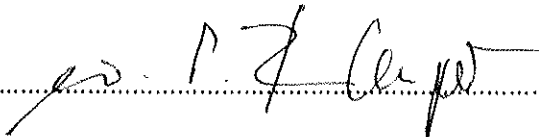
3.2	The Lakehouse Model aims to set up a local Social Enterprise that Lakehouse could support and work with through contracting future work to.	
3.4	JB explained that this plan for Social Enterprise start-up is aimed at creating/providing services to and by local community that would otherwise have been subcontracted out to larger firms. The scheme thereby allows profits to stay within the communities of the TMOs.	
3.5	The newly created Social Enterprise would benefit local skilled management and trades people, create new apprenticeships and upgrade the skills of community handymen and women. In the longer term this results in work experience and the growth of business activity for the Social Enterprise. It could potentially work together with City West Homes as a contracted entity.	
3.6	The board will look further into this model to see what advantages this can bring to MEMO in comparison to the existing structure.	
3.12	ON suggested that it would be important to make sure that the core customers of the Social Enterprise (the estate) would be covered first.	
4	MINUTES FROM LAST MEETING AND MATTERS ARISING	
4.1	Previous Minutes were approved – all in agreement.	All Agreed
4.2	A discussion followed regarding the bicycle stand/pot-plant holders which have arrived and are not yet properly set up. Objections raised are that they are only a two bike facility, the locations of the stands are not appropriate, they will not be used. ML suggested the preferred bicycle stands would be the standard Westminster style as installed at Gainsborough and that the stands should be made standard throughout the estate. The response in general to the pot-plant bike stands was objectionable. The board expressed its wish to go back on its decision to accept this style of bicycle stand and handed the matter over to the Estate and Maintenance Committee which PH accepted.	PH and Estate and Management committee will take up this issue
4.3	ON suggested that pictures of various styles of bike stand could be posted on the Estate Website and residents could vote on their preferred style.	
5	MERVYN THOMASON SPEAKS TO THE MEETING	

5.1	MT from City West Homes spoke to the meeting in relation to item 3.7 Erasmus Street Party. A small lump sum of £20,000 would be made available under the banner of 'Great Communities Day'. This sum would be shared with Grosvenor and would in part be used to purchase the required street closure license and cover the cost of the £38 payable per car space closed for the event. MT explained that he was aware of the delay in getting back to the board regarding the funding for this event and that the meeting to sure up this proposal was held only last week.	
5.2	MT mentioned also that approximately £10,000 of the sum would be required to pay for fun rides and amusements etc.	
5.3	PJ explained that the original and preferred aim was to support the Historical project, through hosting an Erasmus Street Party. The social committee Intended for the event to connect with the Historical Film and not hugely expensive to setup and run.	
5.5	ON explained that the original concept of the Street Party was quite intimate and expressed his concern that in connection with the Great Communities Day, the nature of the likely attendees may not be as respectful of the purpose and provisions offered by the Social Committee.	
5.6	MT mentioned the security planned for the event would include PCOs on-site and 100 people from CWH in support. MT emphasised the commitment to partnership between Grosvenor, Millbank and the City and that "they want to get it right for you".	
5.7	PJ arranged with MT to get together again to recap and discuss, by early June, what the Social Committee has decided to do. WR: we need to decide, are we going to join the large event in September and our Community Day in July?	PJ and Social Committee
5.10	AS queried item 8.4 with MT regarding the publication and texting of the advertisement of the New Repairs Centre being run by CWH. MT stated that it was an over-site on the publications side of CWH that MEMO was not mentioned as exempt from the new service arrangements and that it was a reminder to CWH staff that the TMOs have their own managements. MT said CWH will put a flyer in the next publication to amend their mistake and/or TEXT residents to mention the oversight.	MT
6	FINANCE REPORT	

6.1	NC tabled the report stating that MEMO had ended the financial year with a surplus of £12,000. NC mentioned that a temporary budget is still in place for the time being.	
6.2	NC mentioned with regards to the Audit, that a timetable is in place for the production of reports and that Nicole had met with Claudia to discuss the previous year's qualified audit regarding the 'unexplainable VAT'.	
6.3	AS mentioned that she suspects that this 'unexplainable VAT' is actually a problem created by the previous Auditors themselves.	
6.4	WR asked AS if she can get in an expert to consult and resolve on this issue. NC puts forward that he and Nicole will sort this out – that they will go back to the previous Auditors and ask them to clarify their findings.	NC and Nicole
7	ESTATE MANAGER REPORT	
7.1	AS tabled the Report and discussed the issue of the panel for the appointment of surveyors. PH, NC, WR volunteered for it to be convened Friday 6 May 2pm. AS would as well arrange for someone from procurement to attend.	PH, NC, WR, AS
7.3	NC discussed the Allowance Group Meeting and that the group had expressed their disappointment with the lack of progress on this. It is clear that no generic methodology is being used in calculations for the TMOs across the borough. NC gave the example of CWH Repairs Allowances and the issue of listed Estates - where is this issue being shown as given consideration in calculations?	
8	SOCIAL SUB-COMMITTEE REPORT	
8.1	See discussion with Mervyn in items 5.1 – 5.10 of these minutes	
9	ANY OTHER BUSINESS	
9.1	GM asks if anything is being done about the rotting sheds. She asked if it had been reported that the wood on the inside of the sheds has rotted away so that they are in a very bad state of repair. AS responded that we need to get this looked at and get work done on individual sheds if they are really bad. This will be as and when it is reported by the person who rents the shed.	
9.2	AS mentioned that she has sought advice from Lessee Services on the matter of a disclaimer being added to the lessees contracts with regards their responsibility for maintenance of front doors.	

9.3	WR asked that board members screen for what training is needed for board members and reminds that MEMO pays for any required training programmes etc. and stresses that training could be very beneficial.	
9.4	ML asks that the courtyard paving stones be assessed in the light of public safety as they could be very dangerous. AS responds that this issue is part of the scheduled major works contract but suggests that MT could chase up the 'tree roots' issue.	MT Tree roots
9.6	ON explains that the Website is basically finished as per the original spec. and that AS and Yone have been trained to add new content. He has added a Calendar so that upcoming events can be viewed from the Homepage. ON raised the issue of a Forum which he would like to add to the site saying that it would not go live but be sent to moderation first. The forum's strength being that it would voice the feelings of the community. ON mentioned that the navigation of the site can be adjusted if required after it goes live. *Note: a vote to be taken at next months meeting on setting up a Live Forum	Next months Meeting to vote on Live Forum
9.7	NC offered to proof read postings and articles before they go live.	
9.8	AS Thanked ON for his all his work on bringing the Website to its live status	

Secretary  Date 26/05/2011

Chair  Date 26/5/11

