

Millbank Estate Management Organisation  
 Management Committee Meeting Minutes  
 Thursday 30<sup>th</sup> June 2011 at 6:30pm, MEMO Boardroom



<b>Present:</b>	Wilfried Rimensberger (WR)	Chairman
	Neil Cocking (NC)	Treasurer
	Lynda Hiscock (LH)	Board Member
	Gwendolyn Morgan (GM)	Board Member
	Margaret Landman (ML)	Board Member
	Obi Nwosu (ON)	Board Member
<b>Apologies:</b>	Barbara Charalambous (BC)	Board Member
	Phil Hayes (PH)	Vice Chairman
	Pat Johnstone (PJ)	Secretary
<b>In Attendance:</b>	Annelie Sernevall (AS)	Estate Director
	Nicole Vargas (NV)	Finance Officer
<b>Observers:</b>	Irene Canter	Tenant
	Olive Whitcombe	Tenant
	Peter Alexander	Tenant
	Clive Hammond	Tenant

		Action
<b>1</b>	<b>INTRODUCTION</b>	
1.1	WR opened the meeting by welcoming everyone to the June meeting.	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1	None	
<b>3</b>	<b>MINUTES OF THE LAST MEETING and MATTERS ARISING</b>	
3.1	Amendment to the spelling of 'Morland House Courtyard' (only one 'o')	Noted
3.2	Amendment to 3.4 of previous minutes, the £2-3k funding from Cllr Harvey for the Erasmus Street day on the 9 <sup>th</sup> of July- was 'indicated' at rather than confirmed.	
3.3	A reference to the Director of finance was incorrectly spelt as 'Petros Christensen', the correction stands at 'Petros Christen'.	
3.4	An addition of 'Council' to Westminster corrected the true	

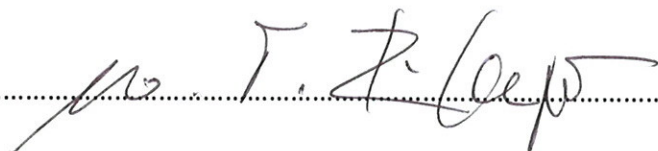
	body that need be in compliance with the law (as outlined in 3.15 of previous minutes).	
3.6	Item 3.23 was corrected; it was in fact LH who enquired as to a provision for Allowance reviews.	
3.7	Wording of 're-worked budget' did not sit happily with the board. AS explained that the re-working referred to extra money that was made and provisionally spread over the budget.	
3.9	In 3.10 of the previous meeting ON spoke about the website being live and a need for meeting times, event dates and other such information. On today requested that that be followed through, he would like all calendar and scheduling information to populate the site.	Board to give calendar/ schedule information. ON to input.
3.10	Relating back to 3.4 and funding- the application for funding has been reduced to £1135.  A discussion around a street party in October was held and it was agreed that with the AGM and the CWH 3 September event it would be better to plan a street party for next year.	
3.11	In 3.9 of the last minutes AS had discussed submitting a report to contracts board for the appointment of surveyors for the three L blocks. The report has been held up due to Notice of Intent not being served and AS is now waiting for the notices to expire before this appointment can proceed.	
3.12	The minutes was agreed as a true reflection of the meeting.	Board vote
3.13	<b>Employment-</b> WR mentioned that the complaint from a member of staff about a board member has been put on hold.	
<b>4</b>	<b>FINANCE REPORT</b>	
4.1	The new bank account with Barclays is now up and running.	
4.2	NV explained that all direct debits had been switched to the new account and the £2500 raised (and put in the account) to cover any Direct Debits until the 2 quarter allowance has been received.	
4.3	The annual audit has been carried out and AS expressed her concern that despite the hard work and prudent spending by MEMO the accounts were still not looking favourable due to previous deficit sums. The reflection on the accounts is due to the unsettled figures in debtors and creditors both relating to CWH. WR mentioned that he would like to settle this with the chief executive of CWH as the situation has been dragging on. AS has brought in support for Nicole to ensure that the submissions were correct. AS expressed a need to address this as the accounts need to easily interpreted by the shareholders.	Contact Tony to assist Nicole
4.4	AS stated that Jo the auditor wanted the accounts signed	Potential

	off in the July meeting but it may fall into September- if not the board needs to consider setting up a meeting in August purely to address this.	meeting schedule
4.5	NC said as long as we have a report a fortnight before the AGM the stakeholders can have a look at it; the accounts will need to all be approved by the board.	
4.6	NV announced on a positive note memo is recording a surplus due to accruals back to last financial year. We have only spent 30k in May due to it already being accounted for last year.	
<b>5</b>	<b>Agree list of approved contractors 2011/2012</b>	
5.1	AS explained the need for appropriate contractors on the books and went through each listed and what service they provide.	
5.2	WR asked a show of hands to approve the list, all vote in the affirmative (with NC proviso note on watersafe).	
<b>6</b>	<b>Estate Management Report</b>	
6.1	AS started with reiterating that the ISO assessment is scheduled for the week commencing 12 <sup>th</sup> July.	
6.2	WR spoke about the NFTMO, he said that 5 board members went and training and workshops took place there. He said that a conclusion that came from it was a need to internalise control and build a more integral framework for MEMO. WR suggested looking at other TMO's and co-operatives to see their solutions and what is working.	
6.3	A discussion on community led stock transfers were held. AS said that there is a move towards self-governance and independent organisations. A bill passed through parliament in 2009, which enhanced the 2006 and bill, and emphasises that local authority needs to support CLST models. Using Southwark as a case example AS stated we (MEMO) too could get stock transfer and become self-financed LH asked if the tenants would have any vote on a proposed stock transfer. AS said yes and that the process would take a long time and need the local authorities go ahead, but it is worth looking into. WR said we have a right to manage risk and so we should consider all alternatives.	AS to source more information for the board on community led stock transfer option.
6.3	The IT support contract is up for renewal and since no decision has been made on the SLA to join CWH nor the sum for managing the IT independently AS recommended that we should extend the contract for another year. It was agreed by a show of hands that staying with info was the best option for the time being.	Agreed by a board vote- stay with info systems.
6.4	Insurance- AS suggested that a new quote is better sourced in Jan 12. All parties agreed, WR stressed the importance of	AS and NV TO Source quotes

	indemnity and board member insurance to be added to the policy.	in Jan 2012
6.5	Coming onto debtors and credits- AS said that the Council's auditors recommended that the £14,693 is written off. CWH are asking that MEMO transfer £14,693 from their day to day account into their cyclical account and if they do that Claudia indicated she would be happy to negotiate on the remaining balance from the creditors and the debtors. AS recommended biting the dust and paying the 14k and if the rest is not written off- then the management board should drag their heels. NC furthered the idea to consult only with the city of Westminster not CWH, by a suggestion to talk to David Harvey. WR stated that we should wait until he has spoken to the CO of CWH. The auditors recommendation that has been given to the Council should be honoured and CWH is in not position to impose any obligation on overthrowing this recommendation. The Council is the contract partner not CWH.	
6.6	AS brought up the rise in empty properties due to tenant deaths, nurshing homes and re-housing. There are more empty properties in this year's first quarter than the entirety of last year. AS; it is costly and manpower is needed. AS said we need more manpower however do not have the desk space.	Potential desk space revision
6.7	Employment- nothing to discuss.	
<b>7</b>	<b>Social Sub- committee</b>	
7.1	The board felt this was mostly covered. ON reiterated a need for door to door volunteers and that is should be covered by email.	Volunteers needed for door knocking
<b>8</b>	<b>Any other business</b>	
8.1	WR felt that with summer coming up and children playing we should seek to encourage police and relevant agencies to increase their rounds.	
8.2	AS in response to hearing there have been complaints about the children in the courtyard proposed approaching youth services, appealing to outreach workers to give the children a football pitch/ place to play.	AS call Youth Services
8.3	NC's enquiry about the recycling signs was satisfied when he learned appropriate consultation was taken out by the council.	
8.4	GM asked for a recycling bin in the courtyard.	
8.5	WR wanted the board to measure the hours that they volunteered MEMO so far this year- he would like to put a figure on it. This led onto a question of being paid (ON) and AS said she would not be against incentivising members-	

	using remuneration to attract the right level of expertise.	
8.7	ML asked if the cycle racks near Rosseti House could be moved as they are not aesthetically pleasing. A discussion over potential moves took place with no final agreement.	Point to consider
8.8	WR thanked all for attending	
	<b>Meeting Closed</b>	

Secretary .....  ..... Date..... 21/07/2011

Chair.....  ..... Date..... 21/7/11