

Millpond Tenants and Residents Association

Minutes

Emergency Committee Meeting Monday 1st June 2009

Present:

Maxine Thomas - Chair
Moji Sunmaila - Treasurer
Eileen Hill - Committee Member
Alison Hammond - Committee Member
Cllr Wilma Nelson - Honorary Committee Member
Barry Assinder - Resident Involvement Manager Rotherhithe
Nicky Torode - Southwark Group of Tenants Organisation (SGTO)

Apologies from:

Barbara Blackhill
Gary Magold

- 1. Introductions:** Maxine opened the meeting by inviting everyone present to introduce themselves.
- 2. Role of Officers and Committee Members:** Barry gave a brief outline of the roles within the committee. The Chair's key role is to chair the meeting and when there is a split vote regarding a committee decision the chair will have the casting vote. This vote should always be to maintain the status quo. The Vice Chair's role is to chair the meeting when the Chair is absent. The Secretary's role is to organise the meetings and notices regarding meetings and also to minute all meetings. The Treasurer's role is to look after the bank dealings and account for the funds. The treasurer is also the main signatory for cheques from the bank account along with one other signatory. It is usual to have two other signatories besides the Treasurer from the committee for ease of paying. The key role of the committee and its members is communication and the bringing together of discussion and views not only of the committee but also those of the general members of the TRA. In order to encourage this input there should be at least 4 General Meetings per year. The decision of the committee is always final. Maxine asked what constitutes an Honorary Committee Member. Barry replied that this is generally someone who has previously, as a member, put in a considerable amount of time and effort to help the TRA. Nicky asked if they should have speaking or voting rights. Barry answered that they do have speaking rights but voting rights would be at the discretion of the TRA members. A list of committee members was then established. Barry confirmed that from the minutes of the last meeting there were 4 officers and 3 members.

3. **Committee Skills Training:** Maxine and Moji expressed interest in skills training. Nicky advised there were committee skills training available and also advice and support for officer posts. Nicky gave everyone a sheet with a timetable of programmes and list of the relevant addresses and also a telephone number for enquiries. Maxine advised she would be going to Chair Skills on 10th June and Moji hopefully Treasurer Skills on 4th July. There was also training available for the committee as a whole but not enough members were present in order to make a decision so it was decided to bring this up at the next meeting on 16th June.
4. **Access to TRA Hall:** Maxine has lost her set of keys to the hall and had problems accessing the office and cupboard where there is a spare set of keys. Wilma has a key to the office and will get another cut for Maxime. There are now just two complete sets of keys. A third set needs to be recovered from Seamus who is no longer the caretaker.
5. **Use of TRA Hall for the European Elections on 4th June:** Wilma has said she will be there to let them in at 6am.
6. **Health & Safety Inspections Programme for TRA Hall:** Barry informed us that there will need to be intermittent inspections for such things as water quality and also checks on fire equipment and lights etc. The committee decided that it was necessary for Barry to have a set of TRA Hall keys for access when these inspections become due. At this point it was agreed that we need to get four new complete sets of keys cut. These will be for Maxime, Moji, Lee and Barry. This will then leave one set spare to be kept in cupboard and one set already with Wilma.
7. **Other uses for the TRA Hall and hall bookings:** At the moment Wilma pays to use the hall on Saturday mornings for her surgeries. There is also a Chess Club and Salsa class on Monday evenings. Maxine had expressed an interest in hiring out the hall for other functions in order to generate some income for the TRA. Barry pointed out the need for caution when hiring out the hall for functions such as wedding receptions and similar as they can go on until late and can easily become a source of nuisance for the local community. He warned that the Police can serve notice on the committee as a whole when complaints are made to them regarding noise etc. There has already been a complaint about church meetings that have been held at the hall. Wilma suggested restricting hirings to the easily handled meetings, such as the chess group, rather than risk possible disturbances from hiring to larger functions. It was also noted that Tenant's and Resident's need for the hall should always take precedence over other hirings to the general public. The responsibility for negotiating the hire of the hall goes to the treasurer. At the moment there are two phones in the hall which can take messages. It was suggested

that Moji will collect the messages and then return calls to arrange an appointment for the prospective hirers to come and discuss dates etc. Wilma said there should be a notice on the board downstairs advertising the telephone number. We also need a similar notice outside. This can be arranged by the secretary. Barry explained how the Millpond TRA Hall has been listed at the council as available for hire for those enquiries made by the public to the council and can continue to be on that list if the committee required it. It was decided to leave that decision until the next meeting when more members would be present. Nicky explained how some TRAs have a mobile phone for the purpose of collecting messages and returning calls as this is far more convenient than having to visit the hall. It was suggested that Moji should have one for this purpose. Maxime suggested the secretary should have one also. The final decision regarding mobiles will be made at the next meeting when more members are present.

8. **TRA Finances and records:** The treasurer, Moji, already has last year's financial statement from the AGM meeting. Wilma said she will give Moji all the bank details and statements and suggested that in future bank statements are sent to the treasurer's address as post sent to the hall was inclined to go astray and this was a security risk. Barry recommended that all correspondence should go to the secretary as it is common practice for the secretary's address to be the public address of the TRA. Nicky suggested three signatories to be registered with the bank. The cheques need one other signature along with the treasurer's. It was decided that along with Moji, Eileen would be a signatory. The third signatory will be decided at the next meeting when more members are present. Barry explained that apart from basic overhead payments such as rent, electricity and water, any other payments need to be decided upon by the committee. Wilma explained how the best way to pay utilities was by Direct Debit. She has in place a five year contract for gas & electricity that has kept the costs stable for the TRA during a period of increases. She also stressed that everyone should be diligent in keeping costs down by turning off light switches when not needed and checking all lights are off when leaving the hall. Wilma also pointed out the initial difficulties she had experienced at the beginning of her chair when trying to open utility and bank accounts. Thus the need to preserve the integrity of the TRA she has built up.
9. **Future dates for TRA Committee meetings:** The next committee meeting will be held on Tuesday 16th June at 7pm.
10. **Any other business:** Moji asked if there could be a decision for a bank meeting date at the next TRA Committee meeting.

Meeting ended 9pm