

WRAYBURN COMMUNITY ORGANISATION

DRAFT Minutes

Tuesday – 23rd August 2022 @ 06.00PM

TMO Office / Zoom



Present:

Sandra Hutton (SH)	Board Member
Lee-Ann Edwards (LAE)	Chair & Board Member
Sarah Guemouri (SG)	Taking Minutes (zoom)
Sirajul Islam (SI)	TMO Manager
Julie Lloyd (JL)	Board Member (zoom)
Larry Broomhead (LB)	Board Member
Mary Witherio (MW)	Board Member

1.0 Apologies & Absence

1.1 Apologies – David Couchman

2.0 Accuracy of Minutes – 14th June 2022

- 2.1 Members agreed the minutes of the 14th of June 2022 as a true and accurate records.
- 2.2 SI will reach out to the tree department again and enquire about the conditions of the new trees which have not been watered and are dying. The beech tree needs to be replaced because it has been dead since January and this also needs to be signalled to the council as well.
- 2.3 JL will provide the wording to LB which will coordinate with Lynn to get the plaques made for Em and Mike. To be completed by the time of the AGM to show to residents.
- 2.4 License agreement will be drafted by SI and will consist of a deposit fee of £15 (refundable to the resident upon terminating the lease) and include considerations around the keys as well. SI will ensure we are viewed as “owners”. We can confirm fee to residents and those on low incomes once the shelters are installed. SI is also following up taking over control of the 12 bike lockers from whoever owns them, Bikeaway say they don't but the Council say they do. **SI to chase and LB to help if meeting is necessary.**

2.5 Proposal to look into bringing onboard an external advisor for a day or so to provide recommendations on best practice for the TMO. **SI to share the TMO handbook.**

3.0 GSC

3.1 8 residents met on Sunday afternoon to discuss ideas for the community gardens. LB ensured that most active residents with the garden were included. LB collected feedback from other residents that were not able to attend in person. LB shared minutes of meeting with lots of new ideas for more greening up. **Board to review the ideas brought forward by the residents and feedback comments to LB by 31/8.**

Another meeting will be held to share ideas and allow residents to have further input and agree proposals. The grant needs to be spent by 31/03/23 and LB expects main improvements will be delivered next Feb/March ready for spring time: time for planning and sourcing planters/pots etc. **LB to provide a timeline to ensure we can deliver before the grant expires.**

3.2 Board to decide whether they want to receive the grant money directly versus via a project manager. LB to contact council to clarify whether they keep the project management fee if we decide to take on the leadership of the project and if so, whether they are happy to provide advice. Board is leaning towards taking the grant directly so that we can control the project.

3.3 Decision is to start remedial works on the rotten planter in the Community garden: rotten section to be removed and new planters & bench installed. LB appointed as the interim-chair of the Garden & Social Committee.

4.0 Audit accounts update and approval

4.1 Our auditor Ray Williams walking through the audited accounts. Key commentary and actions detailed below.

4.2 Overall income has come down by £13k, mainly driven by the one-off grant of £10k.

4.3 Expenditures have increased by £12k year on year, with the biggest contributor from Repairs and Voids. Repairs are expected to have increase given lower level of repairs carried out during the pandemic.

4.4 Overall surplus for the year is £8.4k down from £34.2 in 2021.

4.5 Board is asking whether there should be an additional year referenced to be able the exceptional items. **Auditor has agreed to look at the 2019/2020 numbers for Repairs to highlight any anomaly.**

4.6 Revenue reserve as at 31.3.2022 stands at £75.6k.

4.7 TMO to keep 3-6 months operating cost in current account and **Board minded to move surplus into an interest-savings account. SH to look into an interest-bearing account for a portion of the surplus.**

4.8 Auditor has moved 6 months running funds into “Reserves fund”. The remaining is in the surplus fund which might be moved into an interest-savings account. **Auditor will liaise with SI to create a designated fund for TRA funds which will be ring-fenced. SI to liaise with Council to get TRA allowance back-payments for years we should have received, LB to assist as he set up the TRA before we became at TMO.**

4.9 Auditor will attend the AGM. **Pending changes agreed, accounts are approved.**

5.0 Approve AGM agenda and voting on virtual meetings.

5.1 Board to provide feedback on AGM documents **before Friday.**

6.0 Approve AGM Board report

6.1 Board to provide feedback **before Friday.**

7.0 AGM prep and other logistics

7.1 LB to suggest purchasing two gazebos for the AGM. Will review the need for chairs after the AGM.

7.2 Board to order some food if can't be catered by one of the residents.

7.3 Skills audit and Board training action plan to be reviewed again after the AGM.

8.0 AOB

8.1 Sophie Stone has decided to resign from the board.

8.2 Fob keys to be purchased for residents for back up and to support elderly people. Won't be advertised to residents as a service though.

School can use the space for fire drill against a small financial contribution. We have reminded them that there is a risk of branches falling off in the area and they have accepted liability at their own risk.

Defibrillator will be reviewed at the next board meeting **after LB 8.4 has done more research on the topic.**

JL raised board membership – should be reviewed at the next 8.5 meeting.

SI to keep chasing the council on addressing the rats issue. SI 8.6 mentioned the council will do a site visit on August 31st with the council and ensure there are no more dead rats left by cleaning contractor.

New cases of ASBs – mirrors being scratched. Increasing the 8.7 board interest in pursuing the installation of cameras. **SI to keep log-book of ASB incidents, no matter how minor, in a log book so that we can see if there is persistent ASB & review on a regular basis.**

Request a meeting with the council in person to provide an update about the fire safety tests and the EWS1 form. LB can draft a letter from the Board to suggest a meeting if we don't get to a resolution in the next 3 weeks. **SI to provide LB with WCO headed paper template.**

Signed

Dated