

ANNUAL GENERAL MEETING MINUTES

7-9pm, 30th September 2020

Via Skype : <http://agm.deynsford.org>

Quorum is seventeen

Meeting Chaired by Rob Beer

Minutes taken by Chay Pulger

1. WELCOME AND INTRODUCTIONS, APOLOGIES AND DECLARATION OF INTERESTS

1.1 WELCOME – Rob Beer opened the meeting by welcoming everyone

1.2 INTRODUCTIONS – All those present introduced themselves individually

1.3 PRESENT - (17 Members) Rob Beer, Mark Vowles, Tasha Gordon, Tunde Disu, Hannah Bruce, Davide Rapicano, Margret Falodi, Eleri Jones, Pete Dolan, James Traynor, Kate Traynor, Kate Damiral, Luca Zancanta, Tom (139 DPC), Roger Harding, Lyudmila Revuka, Clava Jameson

(4 other attendees) Shanice Beckford (auditor* left the meeting after agenda 6), Jackie Richards & Tracy Stedman (TMI), Chay Pulger (Estate Manager)

1.4 APOLOGIES –Thomas Morgan & Betty Joseph

1.5 DECLARATION OF INTERESTS – No Declaration of interest

2. MINUTES OF THE LAST MEETING (APPROVAL)

James Traynor stated that Pete Berciu name was incorrect but other than that, the minutes were approved as true reflection of the last AGM by all members present.

3. MATTERS ARISING

All members indicated that they had no matters arising

4 & 5 CHAIR'S REPORT ON PREVIOUS YEAR 2019-2020 (Article of Association, 29) & PLANS FOR UPCOMING YEAR 2019-2020 (Article of Association, 29)

BOARD AND GOVERNANCE – Hannah Bruce

- Updating and developing policy and procedures (CCTV, Recharge, Finance)
- New way of governing (Zoom / Skype) and reacting to the pandemic
- Continuation Ballot in 2021 (early part of the year)

HUMAN RESOURCE – Tasha Gordon

- Kwende is temporally on a break and therefore Tasha is the interim chair
- Covid-19 action plan & risk assessments
- Salary increments and RPI for the staff

FINANCE – Mark Vowles

- Management Allowance Review (Reduction) which was mostly contributed due to the void allowance being reduced by 37% which equates to about £20k. This will mean challenging times ahead for the TMO
- Reviewing Finance Policies as well as developing the recharge policy
- Acquiring further Grants and Funding. Mark stressed that this is even more paramount for all sub-committees to take advantage, given that our allowance has been reduced

REPAIRS AND MAINTENANCE – Mark Vowles

- External Decoration – Community Payback carried out a lot of painting around the estate that had either been missed out or neglected
- Estate Inspections still continuing – change of report to make it more efficient

SAFETY & SECURITY – Mark Vowles

- CCTV Project which the first part of the work has been completed and now awaiting the second part
- Tackle the issues of fly tipping around our estate

GARDENING (Kate Damiral)

- Kids' nature club and mosaic workshop
- 5 planters around the estate
- Empty beds planted up
- Climbers
- 8 water butts

Since April

- New community gardener, Paul (provided a picture of him on the presentation)
- Restored the Secret Garden as it need to be done
- Pop up free seed shop and cuttings workshop which were very successful

Coming up

- Wildflower meadows
- Bulb planting in the winter
- 5 tons of manure and leaf mulch stations delivered today

Join us! Sundays 10am-2pm in the Secret Garden by Kimpton Road walkway

SOCIAL AND COMMUNITY ROOM - Kate Traynor

- Fun Day
- Youth Forum
- Halloween Party
- Christmas Party
- Coffee Morning
- Zoom Bingo

ESTATE CHAMPIONS AND THE FUTURE –Tasha Gordon

- Secured over £15k in grants and funding to help residents
- Provided over 200 food packages
- Over 25 Arts and Crafts Packages
- Helped residents over 33 times with getting their food, medicines, groceries, posting letters etc.
- Over 13 Virtual Bingos
- Offered 1-2-1 free therapy to residents
- Helped directly over 15 young person with home schooling ensuring they have the support they need to not fall behind
- Next project – preparing for the 2nd wave, continuing with supporting residents, improving the mental health of our residents

Chay Pulger stated that the estate champions response to COVID-19 in providing support for our residents has been incredible. The estate champions have risked their own health to support those in more vulnerable situations whether they were hungry, mental health was being affected, children education being hindered or they simply were shielding and needing things to be picked up such as medicines, groceries and amongst other things. The speed at which the response unit was set up and the extra mile in which our members went through (e.g. Cooking them lunch and buying them shopping from their own money). If anything good can come out of this pandemic; it is the will and the goodness of individuals that gives humanity hope.

6. PRESENTATION OF AUDITED ACCOUNTS FOR 2019-2020 (Article of Association, 29)

The full audit accounts was presented by Shanice Beckford (Kreston Reeves). The auditor stated that they had no issues and reported that the accounts were sound as indicated by the balance sheet/profit and loss. The auditor indicated that the TMO were in a very healthy position in terms of finance.

D'Eynsford Tenant Management Organisation CIC
(A company limited by guarantee)
Registered number: 08395845

Balance sheet
As at 31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	5	390	2,621
Current assets			
Debtors: amounts falling due within one year	6	34,607	29,848
Bank and cash balances		266,333	245,211
		<u>300,940</u>	<u>274,859</u>
Creditors: amounts falling due within one year	7	(36,776)	(24,710)
Net current assets		<u>264,164</u>	<u>250,149</u>
Net assets		<u>264,554</u>	<u>252,770</u>
Capital and reserves			
Profit and loss account	8	264,554	252,770
		<u>264,554</u>	<u>252,770</u>

No question from the members

Shanice Beckford (auditor* left the meeting after agenda 6)

7. **APPOINTMENT OF AUDITOR FOR 2020-2021 (Article of Association, 29)**

Mark Vowles (treasurer) proposed the need to re-tender to demonstrate best value as the current auditors had been with the TMO for 3 years now.

Mark stressed that Kreston Reeves have been excellent auditors and have provided very good service so the proposal to retender was not indictive of their performance or ability.

Proposal would therefore in accordance to our rules, appoint Kreston Reeves (current auditor) and then to would look to re-tender for 2020/2021, allowing them sufficient enough notice. Kreston Reeves would be invited to submit an tender as well as another two other companies.

All members present unanimously approved the proposal (Rob Beer, Mark Vowles, Tasha Gordon, Hannah Bruce, Davide Rapicano, Eleri Jones, Pete Dolan, James Traynor, Kate Traynor, Kate Damiral, Roger Harding, Lyudmila Revuka)

8. **SURPLUS UPDATE (MMA C5,S3,S5)**

Mark Vowles (treasurer) noted that the surplus gained from 2019/2020 is £11,784.00. This will be allocated towards planned improvement projects as determined by the board. The TMO does have a healthy surplus and currently have more surplus then projects intended.

Kate Damiral raised a question about how members or sub-committee can suggest ideas for the surplus and suggested newsletter.

Action Point 1: Everyone agreed that this was a good idea to reach out to members and Mark/Chay will contact Kate D (chair of gardening sub-committee) as well as other sub-committees on the process on how to access the surplus fund.

The ultimate decision will have to be made by the board.

D'Eynsford Tenant Management Organisation CIC
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Detailed profit and loss account
For the year ended 31 March 2020

	2020 £	2019 £
Turnover	418,276	417,833
Gross profit	418,276	417,833
Less: overheads		
Administrative expenses	(406,492)	(330,208)
Operating profit	11,784	87,625
Profit for the year	11,784	87,625

9. CONTINUATION OF TMO VOTE (Article of Association, 29)

Tracy Stedman (TMI) stated to everyone how well D'Eynsford have done in terms of achieving all of its KPIs (Rent Collection, Repairs, Complaints) and also how much the TMO have done in terms of providing extra services to its residents. This was especially evident through the pandemic. Tracy also mentioned that the TMOs achievements had been recognised via the NFTMO Kite Mark award as well as winning (best website and going extra mile) awards at the Southwark TMO Conference in February. Tracy congratulated the Board, Staff and all those involved in making the TMO a huge success.

Pete Dolan highlighted the importance of the estate manager in getting the TMO where it is. All members present were highly satisfied with the work and passed congratulations to all.

The voting to 'continue as a TMO' proceeded and all members unanimously approved the decision to have continue with the TMO ((Rob Beer, Mark Vowles, Tasha Gordon, Hannah Bruce, Davide Rapicano, Eleri Jones, Pete Dolan, James Traynor, Kate Traynor, Kate Damiral, Roger Harding, Lyudmila Revuka))

10. ELECTION OF BOARD MEMBERS (Article of Association, 29)

Tracy Stedman (TMI) explained to members present that a third of the current board members must step down (3 people) and that they can be re-elected, there are places available (max. 15 board members) and that the officer roles (Chair, Secretary, Treasurer) will be agreed by the Board at their October meeting on the 12th October 2020 (every 2nd Monday of the month).

Hannah Bruce, Mark Vowles and Tasha Gordon all stepped down and stepped back onto the board.

- All members were unanimously approved back on the board by all members present ((Rob Beer, Mark Vowles, Tasha Gordon, Hannah Bruce, Davide Rapicano, Eleri Jones, Pete Dolan, James Traynor, Kate Traynor, Kate Damiral, Roger Harding, Lyudmila Revuka))

Pete Dolan was elected to the board (agreed by Pete Dolan)

- All members unanimously approved the decision to have Pete Donal join the board ((Rob Beer, Mark Vowles, Tasha Gordon, Hannah Bruce, Davide Rapicano, Eleri Jones, Pete Dolan, James Traynor, Kate Traynor, Kate Damiral, Roger Harding, Lyudmila Revuka))

Action Point 2: Chay Pulger to contact Pete to meet with him as part of an induction as well as an formal induction being required to be carried out which will be organised at later stage.

11. EQUALITY AND DIVERSITY (MMA C1,S2)

Chay Pulger highlighted to all present, that D'Eynsford TMO are a very inclusive community interest company and this demonstrated by the attendance of our community events which are attended by a mixture of

vibrant, multicultural residents of differing age groups, religion, gender, disability, ethnicity, and other backgrounds. Our board as well as our staffing team is also reflective of our commitment to equality and diversity.

The commitment to equality and diversity can be demonstrated by the attendance of Homework Club, Weekly coffee mornings, Money A&E, Gardening Work Shop, DIY Course, Youth Forum, Coach Trip to the seaside, Fun Day, Halloween, Festive Social Event, Women's Day, Board and Committee.

12. ANY OTHER BUSINESS

- No other business raised

Rob Beer closed the meeting at 9:05pm