Minutes of the meeting on
11th February 2026 at the Odhams Walk Office
Draft Minutes of Meeting 245

245.1 Attendees, Apologies, Observers & Guests

Attendees: Steve Baker, Debrah Barnett, Maggie Crowe, Ray Mackinson**,** Brian Tiernan, Andrew William, Daneil Gozzer, Hong Wong & Denise Barnett- Harley (TMO Estate Manager) Sophie Metchick & Kathy Collins

Guests: Chailean Dottin John *TMO Housing Relationships Manager WCC,* Mervyn Thomason *TMO Coordinator, Policy & Projects &* Wong Man

Apologies:
Non-Attendees: Ben Chair (1)
Board agreed to record the meeting for the purpose of writing minutes – **Recording inaudible**

Observers / Guests: Wong Man (not invited) Mervyn Thomason WCC, Chailean Dottin John WCC

To enable the meeting to be chaired, Andrew William was voted as Chair with a majority vote. AW introduced himself and informed members why he wanted to be on the board.

245.2 Conflict of Interest

Board members were asked to declare any conflicts of interests. Debrah Barnett is a relative of the Estate Manager, Andrew Williams (Chair) has contract with WCC

245.3 – Accuracy of minutes 244

The accuracy of these minutes was confirmed by previous board members Debrah Barnett & Sophie Metchick.

245.4 – Matters Arising from Minutes 244

This was voted on to be deferred until the next meeting.
Action: Board to look at the last minutes 244

245.5 Code of Confidentiality, Register of Interests and the Agreement to abide by the Rules

Both documents were signed by present members, the agreement to abide by the rules written down in the Management Agreement and the TMO were partly completed by members. **Denise to approach members who have not signed the documents.**
Rule: D6.1 & D6.2 *states that no Board members may act until they have signed and delivered to the Board a statement, confirming they will meet their obligations to the Board and to the Society. Any Board member who has not signed such a statement without good cause* ***within one month of election*** *or appointment will immediately cease to become a Board member.*
Action: Denise to monitor the return of the forms.

245.6 – Assigning Officers of the Board

Members agreed -
Chair – Andrew Williams
Vice Chair – Debrah Barnett
Treasurer – Hong Wong
Secretary – Maggie Crowe

245.7 Membership of Committees and agree Terms of Reference on each Committee

Finance & Banking Committee	Hong Wong & Steve Baker
Repairs Committee	
Leaseholders	Andrew Williams (Chair), Clive Reed
Tenants	Kathy Collins, Andrew Williams, Daniel Gozzer
Gardening Committee	Daniel Gozzer, Ray Mackinson, Steve Baker & Hong Wong

Social Committee Ray Mackinson, Brian Tiernan, Maggie Crowe, Sophie Metchick, Debrah Barnett.

It is the intention of future board meeting for one person from each subcommittee to give an update on how the committee has fared since our last meeting (3min report would be ideal)

Human Resources Debrah Barnett, *(Cannot manage DBH file, as both are related)* Daniel Gozzer *(cannot manage CH file due to long standing conflict*), Sophie Metchick

MC (Secretary) will issue 'Terms of Reference' to each subcommittee asap as every committee need a ToR showing the quorum, and details of working practices. All committees should not make decisions without board approval.

Action: Secretary to issue ToR for each committee and present for ratification asap

245.8 Service agreements for Human Resources and Health & Safety

There was a brief discussion about the Best Value of 2 contracts taken out by the last Management Board that was costing a high monthly figure of £256.54 for Human Resources. We were bound to this agreement for 3 years.

The second contract was for Health & Safety £256.54 for a one-year contract. This appeared in the Westminster Council audit, and it was recommended that we try and renegotiate them.

Hong Wong agreed to contact the HR company and see what the buyout figure was for the 3-year contract.

Action: Hong to contact the HR company and negotiate the release

245.9 TOWRA

The Board agreed to look at TOWRA Residents Association. MC stated that she could not apply for grants if it was too closely affiliated with our business OWRM. Board agreed it probably needs to be a separate identity with new board members. The audit needs to be dome so the Board will look at this at another date.

Action: Board to look at the Residents Association and possibly link it to the Social Committee

245.10 Westminster City Council January 2026 - Audit of the TMO

AW (Chair) stated that MC and himself have looked at the audit and we should be able to reply to WCC very quickly.

Action: Denise, Estate Manager to issue whole board the WCC Audit to those board members who have not seen it.

Board to look at the audit and try and send back to WCC by the end of February 26

Meeting finishes at 8.02pm

Sign off by Andrew Williams/Maggie Crowe Maggie Crowe

Name

Date

Dates for Meeting scheduled for 2026

January 26th, 2026
AGM 2024-2025 2nd February 2026
11th Feb (Post AGM Meeting)
23rd Feb
30th March
11th May
15th June
27th July

Red Agreed
Blue To be done.
Purple Amendments