

	<p>13.3 <u>Meeting re crime and anti-social behaviour</u></p> <p>Jan, Julie and Claire attended a meeting with the community police team which they found very helpful. They will continue to liaise with the police team and track reported crimes in the Village. A follow up meeting will take place at an appropriate time in the future. Claire will write to Collette Poole, Borough Commander, Metropolitan Police to see what the Trust can do to contribute to Greenford Broadway ward becoming the next Safer Neighbourhood Area. Providing facilities for a safer neighbourhood team in the Village will also be explored.</p> <p>The Trust had been invited to the Police' next Sector Working Group meeting on Wednesday 19 October and Jan agreed to attend.</p> <p>13.3 Speeding problems within the Village</p> <p>Speeding has been noticed in the Village roads and the Trust are particularly concerned about child safety. The Trust will write to Noel Rutherford, Director of Built Environment, London Borough of Ealing, to discuss making the speed limit throughout the Village 20 mph.</p>	<p>CW</p> <p>JW</p> <p>CW</p>
<p>14.3</p>	<p><u>Trust Staffing</u></p> <p>14.3.1 Appointment of Trust Director</p> <p>Following interviews with three short-listed candidates a recommendation was put forward by the interview panel of Mark, Leo and Jan to appoint Julie Clifford as the Trust Director. The Board were very pleased to approve this appointment and agreed the position at 25 hours per week. Mark will now write to Julie by tomorrow formally offering the position and setting out the key terms and conditions. Given the reduction in core hours, it was agreed that Mark and Julie Hoggatt would discuss and negotiate a performance related aspect of Julie Clifford's contract to ensure that key priorities will still be met including use of the new facilities and income generation.</p> <p>14.3.2 Appointment of Administrator</p> <p>After a lengthy selection process, one candidate has been nominated for a second interview with Mark, Julie Hoggatt and Jan. Mark will now take up the references offered. This interview will take place on Tuesday 25 October.</p> <p>14.3.3 Review of recruitment costs and process</p> <p>The total cost of advertising for the positions of Director and Administrator was £1,448.10. The Board were pleased to note that Regeneration and Renewal Magazine had run the Director advertisement free of charge.</p> <p>Reviewing the CVs for the administrator position took around 5-7 hours. It was agreed that professional help may be required next time to reduce the time required of Directors in the selection process.</p>	<p>MP</p> <p>MP/JH/JW</p>

	<p>14.3.4 Contract, terms and conditions of employment A discussion followed on the Terms and Conditions to be offered and the following was agreed to be included in the staff handbook:</p> <ul style="list-style-type: none"> - 25 days holiday - pension: 5% contribution by the Trust after six months to individual's Plan or a stakeholder scheme. Will be backdated to start date when permanent position offered - Notice period: for Director – 3 months when permanent, 1 week during probationary period; other staff 1 month when permanent, 1 week during probationary period. <p>Michael and Julie's HR teams will review the draft terms and conditions, to be circulated by Mark.</p> <p>14.3.5 Role of Mark Patchett and Claire Winterflood With the appointment of Trust Director and an Administrator imminent, the Board were asked to give thought to timing of the phase-out of Mark and Claire by the next meeting, and in particular the role of Chair of the Board.</p>	<p>MF/JH</p> <p>ALL</p>
<p>14.4</p>	<p><u>Insurance and Pay-roll</u></p> <p>Insurance Mark had requested 2 quotes for public, employer, and contents insurance from organisations that specialise in Community Trusts. It was noted that a basic premium cost has been confirmed as £456.75 from one quote. Mark to follow up the second quote and set up insurance as appropriate.</p> <p>The Board also requested Trustee indemnity insurance. Mark to obtain quotations.</p> <p>Pay-roll Services It was proposed that the Trust use a payroll bureau for the monthly salaries and associated tax/NI payments to Inland Revenue. Mark would obtain quotes from local providers (CVS?), but had one quote from Premier Payroll Services, who would charge about £300 per annum for this facility. The Board authorised Mark to set this up re payment of the Trust staff. Emma also had a contact who offered this facility that she would pass on.</p>	<p>MP</p> <p>MP/EP</p>
<p>14.5</p>	<p><u>Finance</u></p> <p>14.5.1 Income and Expenditure to 30 September 2005</p> <p>The Board noted and approved the expenditure to 30 September 2005. Mark alerted Keith and Claire to pending payments by Taylor Woodrow - £5k in August and November 2005 and £15 for fitting out the community facilities. Claire will raise.</p>	<p>CW</p>

	<p>14.5.2 High Interest Account – renewal?</p> <p>The Board agreed to roll-over the £30,000 monies in the Birmingham Midshires high interest account for a further 3 months.</p> <p>14.5.3 Account Signatories</p> <p>Given that Hans has now left and Julie Clifford will be joining us, further bank signatories will be required. It was proposed that Jacqueline, Julie Clifford and Jan are cheque signatories, and a maximum approval figure is to be agreed for cheques signed by Julie.</p> <p>14.5.4 Purchase Order System</p> <p>It was agreed that a purchase order system should be set up ready for handover of the new facilities.</p>	<p>MP/JF</p> <p>JF/JW</p> <p>MP</p>
<p>14.6</p>	<p><u>Site Development Progress and Update</u></p> <p>The Board were shown copies of the design panels prepared for the consultation to take place from 20-22 October on phase 11 of the Village, a further 230 one and two bedroom apartments. The consultation process also asks for suggestions for redevelopment of the old Taylor Woodrow office blocks, known as phase 12.</p> <p>Keith asked the Board for their suggestions on how best to manage the visitor parking area adjacent to the community facilities, retail and restaurant space. Taylor Woodrow want to protect users to these facilities but avoid the parking area becoming an overflow car park for residents. In particular, Keith asked for comments by the next meeting on:</p> <ul style="list-style-type: none"> - How best to achieve a 'no payment' option - How to restrict the time period 	<p>ALL</p>
<p>14.7</p>	<p><u>Community Facility</u></p> <p>14.7.1 Lease negotiation and solicitors</p> <p>Mark informed the Board that the user clause had been amended as requested, but that 'passing on the lease to another party' and 'subletting the facilities in excess of 25%' were part of the Section 106 agreement and could not therefore be amended.</p> <p>The amendments were noted and it was agreed that the final version of the lease agreement should be passed to three directors for a final review: Julie Hoggatt, Michael and Jacqueline (plus Mark). It was resolved that two of the three directors should sign the lease once the final draft is available. This needs to be in place before hand-over and Mark to chase with our solicitors.</p>	<p>MP/JH/MF/ JF</p>

	<p>14.7.2 Handover and timetable Claire confirmed that handover of the community facilities to the Trust is still on schedule for the end of November. Panels detailing the proposed furniture were presented as well as an up-to-date equipment list. A separate meeting will take place between Mark and Claire to determine initial furniture order. Lead time around 2-3 weeks.</p>	MP/CW
14.8	<p><u>Communications</u></p> <p>14.8.1 In Touch The October issue of In Touch has been distributed to residents in the Village and local stakeholders.</p>	
14.9	<p><u>Profile of tenants and residents</u></p> <p>14.9.1 Update on research results Welcome packs have been included for the recent 30+ new residents. A total of 33 questionnaires have been returned overall out of 280 occupied properties.</p>	
14.10	<p><u>Governance</u></p> <p>Membership applications were approved for the following residents: Maria Silva, H Nurain, Janine Dhami, Verdi Dhami, Ode Auwenazha, Daniel Clingbine, Karine Preault</p>	CW
14.11	<p><u>Activities and programme</u></p> <p>14.11.1 Christmas Welcome Event It was proposed that a Christmas Welcome Event is held on Friday 16 December to introduce the new Trust team and give residents the opportunity to see the centre.</p>	CW
14.12	<p><u>Any other business</u></p> <p>Claire highlighted the latest list of courses being run by Ealing CVS.</p>	
14.13	<p><u>Date, times and agendas of next meeting</u></p> <p>Monday 21 November, 4pm, GUV project offices.</p>	ALL