CCRMO Board Meeting – Minutes

Date: 15 April 2026

Time: 18:00–19:30

Location: CCRMO Office, 1 Opal Street SE11 4HZ and Microsoft Teams

Attendance

Present	Apologies
Valentine Ohagwa (Estate Director) Mohammed Miah (Lambeth Council) – online Anderson Philip Julien Kroll (Secretary) Mike Corney (Treasurer) – online Peter Matthews Sylvia Newman Alfredo Liguori	Elvira Hernansanz Perez (Chair) Linda Bishop Lucy (Lambeth)

Minute taker: Julien Kroll

Items Discussed

0. Opening

In the absence of the Chair, the Secretary presented the agenda. Conflicts of interest: none declared.

1. Quorum & Previous Minutes

Quorum was confirmed. The previous minutes were approved unanimously.

2. Review of Action Items

Open actions were reviewed (see Action Log).

3. Estate Director Update

Arrears: on track, with improvement highlighted by Lambeth. Voids: two ready. Service charges: see action list.

Fire inspection: the Fire Brigade visited the estate following a recent fire in [redacted]. They were satisfied with access, but highlighted a lack [redacted]nd noted that some balconies are overly crowded. Lambeth's balcony and fire policy is in draft; however, heavy items and white goods (e.g., fridges, washing machines) will need to be removed. Bikes should be stored in available sheds (to rent).

The Secretary and the Estate Director will check with the fire team before approving the new parking lines and bays, to ensure compliance with vehicle access requirements.

4. Salary Increase

Historically, the Board has used a 50/50 ratio of CPI and AWE (as of 1 January). The Secretary will review last year's increase with the Estate Director to confirm there were no discrepancies. A proposal will then be submitted for Board vote at the next meeting.

5. Sheds

The Secretary highlighted a lack of proactivity from the office. Repossession should start in six weeks and reallocation of sheds is expected to increase revenue. Total shed arrears are [redacted]. Some arrears may be lost following repossessions, but the Board agreed that arrears should not be allowed to continue to build.

6. Finance

Budget review initiated: the Board reviewed last year's budget. Current projections suggest the year may close negative again (approximately 40K).

Key drivers noted: missing rent collection from sheds [redacted] increased legal costs, and increased employment costs due to agency use. This is expected to be corrected in 2026. The Board agreed to hire one caretaker as a directly employed role. The Estate Director will provide the exact agency cost figures to the Board before proceeding.

Excessive spend from the previous Estate Director was noted.

Resourcing [redacted]

A new budget was received but was not reviewed due to time constraints. A significant increase from Lambeth was noted, which is expected to support recovery from previous negative years.

Action Log – Open Actions from Previous Meetings (Reviewed)

Status / Notes	Action	Owner	Due
Policy in draft; will be submitted to Lambeth and	Implement Wednesday tenancy checks including	VO	Next meeting

presented at the next Board meeting.	photos; define estate walkabout frequency (policy to be provided at next meeting).		
Started: notices issued and arrears calculated. Further involvement and proactivity from the office required. New policy will help prevent arrears building up.	Reconcile shed/bike tracker; issue letters to register/repossess; re-let unused Hamlet shed.	VO	Next meeting
To be completed after new parking lines are in place.	Share parking contractor enforcement guidelines and align to CCRMO policy (including Blue Badge rules).	VO	After parking lines
Ongoing: one new quote received. Still need to re-quote the previous contractor.	Obtain updated quote and schedule for repainting lines/bays (summer window).	VO	After parking lines
CCTV contractor scheduled for 23/04.	Obtain correct CCTV quotes (garden and rear/parking); confirm legal requirements.	VO	Next meeting
Completed except Lloyds (to be checked).	Complete banking signatory changes (Lloyds); finish Unity Bank signatory and access for VO/MC.	VO / MC	Next meeting
In progress.	Identify/appoint external HR consultant; progress contract change drafting (4/5-day requests).	VO (with Mo)	
Discussed using a closed WhatsApp group; to be revisited at next meeting.	Options for resident email distribution list; liaise with Lambeth IT (Mo); consider opt-out logistics for paper notices.	JK / Mo	Next meeting

Not started.	Implement new visitor permit system (£2.20, 24h).	YO	After parking lines
Not completed: office to confirm with resident where repainting is needed.	Caretaker to repaint parking lines.	Caretaker	To be done
Ongoing: office to provide list of double bays per household and begin removals.	Ban multiple bays per household — bring data and plan to next meeting; implement progressively.	YO	Next meeting
Started (one resident); further work required. This is an income officer role.	Engage with the four residents in arrears to agree repayment/collection plan and update the Board.	VO	By next meeting
All voids ready.	Follow up with Lambeth on radiator replacement for the remaining void; confirm readiness date.	VO	By next meeting
Budget ready.	Prepare 2026–2027 budget scenarios and staffing options (including salary proposals) for decision.	VO / MC	By next meeting
In progress.	Display shed policy on information board; prepare and distribute resident letter; open sign-up list for shed allocation.	Office / VO / JK	By next meeting
In progress.	Establish FireBox assistance register per tower (tick-box list); draft resident communication and align with data protection requirements.	VO / Office	By next meeting
Not completed.	Provide Parking Tracker (data and	VO / JK	By next meeting

	allocation) similar to the shed tracker for Board review.		
In progress.	Prepare options to address £30k projected deficit (savings/efficiencies and revenue options) linked to staffing plan.	MC / VO	By next meeting
Fuel card is in the office (for the lawnmower).	Confirm need for fuel card with Alan; cancel if not required.	VO	By next meeting
Completed.	Notify the company of the decision to decline the summer camp partnership.	VO	Immediate
Started.	Draft “book-to-dispose” rubbish policy (including indicative fines and enforcement steps) for Board approval; validate legal basis with Lambeth.	ALL	Discuss next meeting
In progress.	Circulate updated Code of Conduct and Confidentiality for signature at the next meeting.	VO	Next meeting

New Actions – 15 April 2026

Action	Owner	Due
Confirm with the fire team that the proposed new parking lines and bays comply with vehicle access requirements.	JK / VO	Before approving parking lines
Provide a service charge position summary and proposed next steps to the Board.	VO / MC	Next meeting
Review the January salary increase calculation for the previous year and draft a proposal for Board vote (50/50 CPI/AWE).	JK / VO	Next meeting

Start shed repossession process and prepare a reallocation plan (timeline and communications).	Office / VO	Next meeting
Provide updated shed tracker summary, including current shed arrears and expected impact of repossessions.	VO	Next meeting
Share current-year forecast and confirm projected year-end position (including key drivers for variance).	MC / VO	Next meeting
Provide exact agency cost figures to Chair, Treasurer and Secretary prior to proceeding with employment change.	VO	As soon as available
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
Review the newly received budget and circulate a summary of key changes (including Lambeth increase impact).	MC / VO	Next meeting

Prepared by: Julien Kroll (Secretary)