

Board Meeting Minutes – Tuesday 18th October 2022

1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Andrew Slater, Stuart Harrison, Ste Webb, Sarah Harrison, Janet Smith, Debbie Bentley

Lyndsey Beckett Minute Taker.

1.1 Welcome & Introductions

AW welcomed DB to the Board.

2. Meeting Opening

2.1 Apologies – Councillor Claire Simm, Joan Curtis, Natasha Curtis-Warner, Ambreen Raza, Ryan Pitt-Woodcock, Melissa Green, Councillor Adam Collinge.

2.2 Declaration of Interests – None

2.3 Previous Minutes September 2022 – Proposed and agreed by St.H. Seconded by S.W. AW signed.

Matters Arising – None.

3. Correspondence

3.1 Letter from GCN – Letter received from Martin Bradley notifying us GCN has amalgamated with Jerroms becoming Jerroms GCN.

AS confirmed no response has been received from [REDACTED]

[REDACTED] AM will share the code of conduct and roles and responsibility policy to all board members who need to sign and return it to AS. JS asked if we could have a board meeting/civility charter policy. AM suggested creating an enlarged copy that can be signed and displayed in the office.

4. Chief Officer Report – AM displayed reports on TV monitor. AS advised there was a problem on the estate with untidy gardens. AM to instruct Housing Officers to conduct estate monitoring to collect data. AM to change TRANS header on void spreadsheet to TRF. AM and BM completed 1st aid refresher course.

5. Matter for Discussion

5.1 Treasures Report - AM displayed report on TV monitor.

5.2 Complaints/Compliments – AM explained new complaint review spreadsheet.

5.3 Household Support Fund – No announcement has been made regarding another fund. The board did agree on a contingency budget of £3000. AM wants to know how the board would like this allocating, only a small pot of money so AM needs to

give Claire clear instruction on how to spend to help the most vulnerable. Board to make decision on Friday 21st October.

5.4 CCTV Haymarket – New wireless option to be fitted at an extra cost of £8000. **Vote – Unanimous.** AM to ask how much it would cost to have an additional camera installed at Wayside and moving the camera outside the office.

5.5 Cost of Living Crisis – discussed with the HSF.

5.6 Tenancy Standards – AM displayed on TV monitor. Introducing Tenant Satisfaction ,measures in April 2023.

6. Health and Safety

6.1 Board First Aiders – AM received quote from St Johns Ambulance for 1 day emergency 1st aid training for 8 delegates £1596.00. Some Board and staff to complete. **Vote – Unanimous.**

7. Sub Committees

7.1 Performance Rep Sept – to be discussed next meeting.

8. Board Calendar – Nothing to be discussed.

9. AOB

JS – Diwali starts this weekend, put a post on Facebook to acknowledge event. Can't celebrate every religious/national festival but we can recognise them by posting on Facebook/website and advertise events taking place in the local area. Could put flags outside or do a display in reception area. AM said we could use the equality data, but this only includes tenants.

JS – Black History Month event – Caribbean food may not be to everyone's taste so can we create 10 boxes of alternative food. Any surplus food will be kept for Friendship Friday.

Friendship Friday – Suggestion made to offer a vegetarian hot meal. AM agreed to cook a vegetarian hot meal once a month. For half term week the capacity of food will be increased for parents who wish to bring their children.

7.17pm Meeting closed