

Board Meeting Minutes – Tuesday 15th November 2022

1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Andrew Slater, Stuart Harrison, Ste Webb, Sarah Harrison, Debbie Bentley, Natasha Curtis-Warner, Councillor Sue Roberts, Ryan Pitt-Woodcock, Councillor Adam Collinge.

Lyndsey Beckett Minute Taker.

1.1 Welcome & Introductions

2. Meeting Opening

2.1 Apologies – Joan Curtis, Janet Smith, Melissa Green

2.2 Declaration of Interests – AM is a co – opted Governor at Dovecotes Primary School. AW is on the CWC scrutiny panel.

2.3 Previous Minutes October 2022 – Proposed and agreed by SW. Seconded by AS. AW signed.

Matters Arising – None.

3. Correspondence

3.1 Confirmation of Funding HSF – Received email from CWC confirming we will be receiving £25,000.

4. Chief Officer Report – AM displayed reports on TV monitor and discussed.

5. Matters for Discussion

5.1 Christmas Cards – AM proposed to send a Christmas card to all tenants to include the voucher from the HSF. CWC printers will charge £454.20 inc. envelope. Money will come from communication budget. AM to ask Depak to create a design. **Vote - Unanimous**

5.2 New Pay Scales Oct 2022 – Announced Oct, will be back dated from April 2022 and staff will receive in Nov pay. This means there will be an overspend in the wages budget.

5.3 Complaints/Compliments – Fencing – AC has received a complaint about our new fencing policy. Main concerns are inviting tenants to object and automatically presuming they object if no response received. Equalities aspect, specific needs, should the policy be overridden but evidence and proof would need to be provided by the tenant. AM advised we would keep the policy under review, but final decision lies with the TMO as we have the right to manage. This particular complaint has already gone to a solicitor and the ombudsman. The decision would be reversed if the neighbour rescinds their objection or evidence can be provided from social services. SR will respond to complaint. Board will review the policy.

5.4 Household Support Fund – Receiving £25,000. Help will be given to those most in need that have not received cost of living payment, large families, disability extra costs and single income tenants. Claire's salary to be deducted will leave £22,000.

AM proposes 757 tenants receive a £25.00 Morrisons voucher Christmas week, to be hand delivered by staff/board with Christmas card. £3000 left will be kept to help those most in need. Tenants will have to apply via Claire and provide proof of income/expenditure. If the tenant has more than £50 disposal income per week, they will not receive help. AM will share full brief via email. **Vote - Unanimous**

5.5 **CCTV Haymarket** – No update

5.6 **Cost of Living Crisis** – Claire is available to help tenants to make sure they are receiving the right benefits to maximise their income.

5.7 **Christmas Opening Hours** – AM states TMO award staff Xmas Eve as previous years, this is on a Saturday so proposes the office closes on Thursday 22nd December at 1pm and re-opens Tuesday 3rd January at 9.00am. Wolverhampton Homes to cover emergency repairs. **Vote - Unanimous**

5.8 **Office Ban** –

Vote - Unanimous

5.9 **Friendship Fridays** – SH suggested changing the hours to 12.30pm until 2.30pm, all agreed. Board will provide a Christmas meal on the last Friday before Christmas. In January, subcommittee to work on creating a warmer space initiative. AM to apply for funding and asked Councillors if they could match this from their ward fund to supply books, crafts, activities, and refreshments.

6. **First Aid Course** – Booked for Thursday 1st December. IH, WF, St.H, SW, JS, DB and SH to complete. 9am until 4pm, lunch and refreshments will be provided.

7. **Dovecotes Xmas Event** – Wednesday 21st December. AM asked Board to arrive at 9am to help set up. Mayor has been invited to attend and open the grotto from 1pm. Santa's café to be set up in Board room. AS has volunteered to be Santa.

8. **IT** – AM explained service is supplied by CWC as part of MMA but we have never paid SLA. We will need to start doing this from April 2023. CWC will send quote for different packages to AM and will discuss next meeting. Currently Gmail accounts do not provide the level of security required, AM will no longer share sensitive information via email.

9. **Contractor Discounts** – AM explained proposal to remove 12% discount we receive from Grays Property Maintenance and M McCarthy Plastering from 1st Jan 2023.

Vote - Unanimous

Board has requested that an itemised bill is attached to each invoice when they sign.

10. **Signatories** – If company want a business bank card, AM has to be a signatory. Card to be managed by AM only. In her absence WF will be a 2nd user. **Vote - Unanimous**

11. **Health and Safety** – Nothing to discuss

12. **Sub Committees** – Nothing to discuss

13. **Board Calendar** – 2nd December – Jeavons will put office lights up on front of building.

GC is going to arrange his Choir to sing at the Christmas Event.

6th December – Deadline to send winter newsletter to printers and Community litter pick.

12th – 13th December – Community Events training at Trafford Hall if anyone interested.

22nd December – Christmas Meal at Two Greens in Tettenhall.

- 14. AOB** – AS - conference will be at Stratford next year with an Abba tribute.

8.01pm Meeting closed