

Dovecotes Tenant Management Organisation

ANNUAL GENERAL MEETING HANDOUT

6th October 2021 6pm Dovecotes Primary School



Agenda

Dovecotes Tenant Management Organisation

Annual Report



**This Annual Report covers the period of April 2020 -
March 2021 detailing Dovecotes TMO's activities and
financial statement**

1. Chairs introduction to the meeting
 - 1.1 Dovecotes TMO Annual Report
 - 1.2 Approval of Minutes of last AGM - September 2019
2. Annual Accounts presentation
3. Approval of the Annual Accounts and continuation vote of GCN as Auditors
5. Tenant Board Member end of term stand down
6. Nomination and election of vacant positions (4 Tenant & 2 Owner occupier)
7. Member vote for continuation of Dovecotes TMO under the 'Right to Manage' regulations. On completion of the election of Board members a vote is held to confirm the AGM support of Dovecotes TMO to continue to manage under the Right to Manage Regulations for a further 12 months.

Dovecotes Tenant Management Organisation - Statement of Accounts

	2021	2020
Income		
Allowances	1,113,000	1,091,088
Other Income	13,683	1,161
Direct Costs		
Repairs to property	472,685	498,467
Programme work and maintenance	8,832	8,743
Door Programme	-	11,175
Alleyway programme	1,625	-
Environmental improvements	17,012	-
Tree's programme	6,100	-
Office improvement programme	25,000	-
Survey's	750	-
Kitchen programme	-	105,785
Ground work	1,820	1,176
Fly tipping	4,974	4,958
Stock movement	256	(587)
Hardship fund	4,181	15,414
	<u>554,373</u>	<u>645,131</u>
Gross Surplus	572,310	447,118
Bank interest received	188	932
	<u>188</u>	<u>932</u>
	572,498	448,050
Expenses		
Administration salaries	347,730	382,935
Rent and rates	750	829
Light and heat	1,750	1,750
Repairs and renewals	2,808	4,379
General administrative expenses:		
Insurance	10,848	13,748
Printing, postage and stationary	2,740	5,345
Telephone	3,140	2,490
Sundry expenses	6,234	6,496
Cleaning	-	-
Motor and travel expenses	3,435	1,050
Professional Fee's	3,548	2,638
Audit and accountancy	5,423	5,353
Training	1,483	3,151
Interest	10,000	15,000
Depreciation	8,575	3,561
Bank charges	355	398
Board costs	12,727	19,999
	<u>421,546</u>	<u>469,122</u>
Net surplus/(deficit)	£150,952	£(21,072)

Dovecotes Tenant Management Organisation - Statement of Financial Position as at 31st March 2021

	2021	2020
Fixed Assets		
Tangible assets	20,929	29,504
Current assets		
Stock	5,876	6,133
Debtors	29,441	6,834
Cash in bank and in hand	<u>1,821,776</u>	<u>1,722,353</u>
	1,857,093	1,735,320
Creditors: amounts falling due within one year	<u>153,961</u>	<u>228,080</u>
Net current assets	<u>1,703,132</u>	<u>1,507,240</u>
Total assets less current liabilities	1,724,061	1,536,744
Pension fund deficiency	(986,344)	(475,000)
	<u>737,717</u>	<u>1,061,744</u>
Capitol and reserves		
Surplus fund	863,548	974,823
Reserve fund	683,500	400,000
Contingency fund	177,013	161,921
Pension fund deficiency reserve	(986,344)	(475,000)
Shareholder funds	<u>737,717</u>	<u>1,061,744</u>

These accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006 and is in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

These accounts were approved by board on 16th August 2021

Accounts presented by Martin Bradley, GCN Accounting Services Limited

Dovecotes Tenant Management
Organisation Annual General Meeting
Minutes

10th September 2019 7pm Dovecotes
Primary School, Ryefield, Pendeford

1. Chairs introduction to the meeting

Joan, Chair of the Board welcomed everyone to the Dovecotes TMO Annual General Meeting 2019. The top table were introduced at Andrew Slater Secretary, Ann Webb Treasurer, Martin Bradley Accountant and Amie Merry Chief Officer.

When entering members were given a copy of the agenda for this evening a copy of Dovecotes Annual Accounts and Annual Report. Over the past year Dovecotes has undergone changes both in the way tenant's homes are improved and how the service is delivered from the Housing Office.

In March this year a new Chief Officer was recruited. Amie Merry joins bringing with her a wide experience of working within a local authority and a national housing provider setting.

1.1 Annual Report

Amie Merry stated that over the past year Dovecotes has replaced 20 kitchens, redecorated 22 rooms for tenants aged over 65 or disabled and installed 19 new composite doors. She explained these works are funded through the surpluses of the TMO, where money left over from allowances (surpluses) are reinvested straight back into the estate.

In addition to staff changes and projects on the estate, Dovecotes have also been working closely with the council agreeing the new management agreement. The MMA document was shown and Amie Merry stated if anyone would like a more in depth look into the MMA she would discuss this with them.

1.2 Approval of Minutes AGM November 2018

Amie explained that the minutes of last years AGM had been circulated in the handout. The minutes were proposed as a true record by Sarah Harrison and seconded by Natasha Curtis Warner – Carried unanimously.

A presentation by Amie Merry, Chief Officer followed concerning the roles and responsibilities of the board. The future

plans for the TMO were also presented to members.

2. Martin Bradley GCN Annual Account

Martin introduced himself as a representative of GCN Accountants, the official auditors for Dovecotes TMO. Martin explained that although the members had been provided with an income and expenditure statement the balance sheet had not been included. Martin proceeded to take all members through the income, expenditure and statement of accounts for the TMO. It was stated that financially the TMO are in a very good position with a high level of reserves generated through unspent allowances.

3. Approval of the Annual Accounts

The annual accounts were approved unanimously by those present.

4. Continuation of GCN as auditors

Members present were asked to use their blue voting cards to cast their vote on the continuation of GCN as auditors for Dovecotes TMO. The vote was carried as a majority **VOTE 49** of 62 attending members voting in favour.

5. Tenant Board Member Rotational Stand Down

Three current board members, each serving 3 years stood down; Andrew Slater, Paul Lewis and Ann Webb. All three hold a tenant seat on the board and were thanked for their contribution and support.

Co-opted members who also stood down; Bekki Dutton, Liz Kerr, Cllr Sue Roberts MBE

6. Election of new board members

Members in attendance were asked to use their blue cards to cast their vote for each nominee. It was explained that the board have 3 vacancies for tenant representatives and one owner occupier representative.

- Andrew Slater – nominated for re-election in a tenant seat. Andrew is a former member of the board and acted as secretary. **VOTE 35**
- Ann Webb – nominated for re-election in a tenant seat. Ann is a former member of the board for 3 years and acted as treasurer. **VOTE 41**
- Ryan Pitt-Woodcock – New nomination for tenant seat, Ryan has lived on the estate since childhood and would like to do all he can to help make the estate better for everyone. **VOTE 49**
- Bekki Dutton – Co-opted member of the board nominated for tenant seat. **VOTE**

42

- Liz Kerr – Co-opted member of the board nominated for tenant seat. **VOTE 38**
- Paul Lewis – Former Board member is nominated for re-election in a tenant seat. **VOTE 41**

Councillor Susan Roberts MBE – Not a resident of the Dovecotes Estate but acts as co-opted board member as per the company rules. It was explained that the knowledge and experience that Sue brings to her role as a board member is beneficial to the estate. Although not legally required for a member vote, Amie asked for a show of hands in acknowledgement of the board's decision to co-opt Sue back onto the board for another year. **VOTE 47**

7. Continuation under the 'Right to Manage' Regulations

Members proceeded to use their pink card to cast their vote on the continuation of Dovecotes TMO under the 'Right to Manage'.

VOTE 56 accepted as a majority of 62 members in attendance.

8. Free Raffle (board members excluded)

Tickets winning prizes 33/16/12/10/29/21

Meeting Closed 7.50pm Approx

Tenant Board Member Nominee's

Tenant Seat Nominee's

Joan Curtis - Joan currently serves as Chair of the TMO and has been heavily involved in tenants activism since moving to Dovecotes in the 1970's. A founding member of the Dovecotes Action Group Joan has a plethora of knowledge and experience in tenant management. Joan is passionate about putting Dovecotes tenants first and giving everyone a voice.

Stuart Harrison - Currently serving as a co-opted board member Stuart joined our board in November 2020. Stuart has lived on the estate for 19 years raising his 5 children with his wife Sarah. Stuart is committed to improving the environment and wants to use his time on the board to make Dovecotes a nicer and safer place to live.

Ste Webb - Currently serving as a co-opted board member Ste joined our board in October 2020. Previously a nurse working with patients in a stroke ward, Ste brings with him an understanding and appreciation of the physical and psychological issues faced by our most vulnerable tenants. Ste is passionate about building community spirit and increasing services for those who need them.

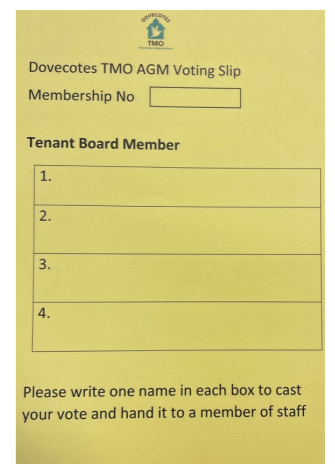
Bernard Curtis - A long standing and active member of the board, Bernard has been a driving force in negotiations with the council. Bernard is an assertive and committed member of Dovecotes always putting Dovecotes and its tenants first.

Sarah Harrison - Currently serving as Treasurer of the TMO Sarah is a prudent and forward thinking board member with an eye for detail. Sarah has raised her children on the estate and now looks after her grandchild. Sarah knows first hand the difficulties faced by families and uses this to ensure that the little voices of Dovecotes are heard.

Glenford Clarke - Has lived in Pendeford for over 18 years since moving from Stoke on Trent. Glenford is married and shares 2 boys with his wife whom he has been married to for over 30 years. Glenford is a Pastor with Christian Life City Church Fallings Park and previously a member of the Stoke Community Gospel Choir. Currently employed as a HIA Specialist Support Worker for Wolverhampton Housing Improvement Agency, Glenford also has a Trade Union background with Unison as a Black Member/Equality Officer.

Paul Lewis - Paul has lived at Dovecotes for over 6 years. An engineer working in the NHS, Paul has previously been a member of our board but, in recent years taken a hiatus to complete his masters. Paul returns to the management board with a wealth of experience and knowledge and analytical skills. Paul understands how housing strategy is important in delivering services that have a positive impact on tenants lives. Paul wants to make Dovecotes a better place, an organisation that tailors its services to the needs of the community inspiring, encouraging and developing its residents.

When entering you were handed a yellow voting slip. Please use this to cast your vote on the tenants you want to represent you.



The image shows a yellow voting slip form for Dovecotes TMO AGM. At the top, it says 'Dovecotes TMO AGM Voting Slip' with a small logo. Below that is a field for 'Membership No' with a text box. Underneath is the heading 'Tenant Board Member' followed by four numbered boxes (1, 2, 3, 4) for writing names. At the bottom, it says 'Please write one name in each box to cast your vote and hand it to a member of staff'.

Owner Occupier Seat Nominee's

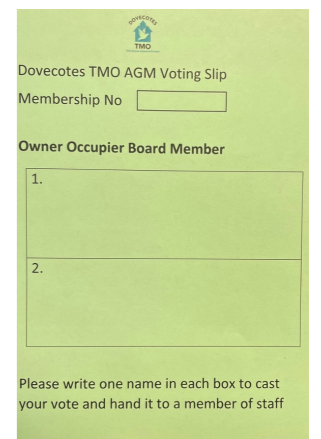
Natasha Curtis-Warner - Currently serving as our only owner-occupier board member, Natasha has lived on Dovecotes since she was a little girl. Employed in the retail and service industry Natasha uses her experience and skills to enhance the services provided by the TMO. Natasha is passionate about the environment championing action against fly-tippers, inconsiderate parking and dangerous driving.

Ambreen Raza - Ambreen has lived on the Dovecotes estate for almost 20 years with both her children attending Dovecotes Primary School. Ambreen's enthusiasm to become a board member comes from her previous involvement in community participation and neighbourhood management. Ambreen understands the role community organisations play in residents lives with her personal skills and experience of working at the city council adding to her many years of experience. Ambreen is also an interpreter and fluent in English, Urdu and Punjabi. Ambreen wants to bring positive change to the Dovecotes estate and will use her skills, experience and knowledge to make Dovecotes a better place for everyone.

Janet Smith - Janet has lived on Dovecotes since 1994. Throughout the pandemic Janet has been working with Public Health England developing policy at a strategic level to encourage members of communities reluctant to accept the covid19 vaccine to receive their jab. Janet is a true champion of equality, working with Wolverhampton City Council, West Midlands Combined Authority, West Midlands Police, NHS, Department of Health, DWP and local businesses. As a member of the Wolverhampton Stop and Search and Use of Force Scrutiny Group Janet has experience of assessing situations and challenging

perceptions. She will also use her skills and experience to champion our BAME and LGBTQ+ members. Janet wants to use her experience of working on a stage tic level on gun, knife crime and gang related violence to make Dovecotes a better and safer place for everyone. As a business woman herself she will support Dovecotes to offer opportunities to local people, coupled with her background in diversity, equality and as the founder of Wolverhampton's Black Business Network Janet would be a valuable addition to the management board.

When entering you were handed a green voting slip. Please use this to cast your vote on the owner occupier you want to represent you.



The image shows a green voting slip form for Dovecotes TMO AGM. It includes a logo at the top, a field for 'Membership No', and a section for 'Owner Occupier Board Member' with two numbered boxes (1 and 2) for writing names. A note at the bottom states: 'Please write one name in each box to cast your vote and hand it to a member of staff'.