

## 1. Welcome & Introductions

Chair: Joan Curtis

Attendees: Amie Merry, Councillor Sue Roberts, Ryan Pitt-Woodcock, Andrew Slater, Ann Webb, Sarah Harrison, Natasha Curtis Warner (via teams), Councillor Adam Collinge, Glenford Clarke.

Ste Webb and Stuart Harrison – arrived at 5.15pm.

Lyndsey Beckett taking minutes

JC opened the meeting. All attendees introduced themselves to the new board member, Glenford Clarke.

## 2. Meeting Opening

**2.1 Apologies** - Apologies received from Councillor Clare Simm and Melissa Green.

**2.2 Declaration of Interests** – None declared.

**2.3 Previous Minutes Aug/Oct 2021** – Proposed and agreed by AS. Seconded by Sa H for both sets of minutes.

**Matters Arising** – AS discussed traffic calming measures had been completed on Barnhurst Lane but not having a great effect on speed of traffic. AS thanked SR and AC for their help and assistance. AC confirmed the measure will be under review.

RPW raised the issue of Bardwell Close additional parking. This will be looked at again after Christmas.

## 3. Correspondence

**3.1 Email Cllr Collinge** – AS had provided AC with photographs of the parking issues on Barnhurst Lane especially on Sundays. AC confirmed parks & leisure team will be reviewing rental of pitches and reminding teams they are not permitted to park on the road and enforcement notices could be issued. Review will take place through-out November and parks rangers should be in attendance.

## 4. Chief Officer Reports – AM displayed reports on TV monitor

**4.1 Voids and Relets** – Currently 17 voids. 1 LIP under notice. Voids are taking longer due to the condition of the properties coming back and delay in obtaining materials due to Covid/Brexit.

**4.2 Post Tenancy Visits** – Up to date.

**4.3 Arrears** – AM explained what a BAPA is and discussed the 7week plus figures. These have started to rise since September. AC asked if these were new or existing cases. AM advised some new cases but previous cases already in debt have increased. AM to look into rent arrears in the New Year. Letters are being sent out repeatably but with no success. AM to look into the possibility of sending invoices. AM will work with Senior Housing officer and the two Housing officers during Jan, Feb and March. AC pointed out the figures were exacting the same between Oct and Nov, AM to check before circulating figures.

- 4.4 **Tenancy Breaches** – 4 current cases. Carly from ASB unit is currently off work but another officer is dealing with our cases. Internal cases have reduced from 20 plus. AC asked if fly tipping was classed as ASB and AM confirmed it was not.
- 4.5 **Staff** – No sickness or Covid cases. AM thanked the staff and Board for being so vigilant. Training all up to date.
- 4.6 **Repairs and Maintenance** – AM to circulate Q1 & Q2 performance. Repairs and Voids in target. 100% customer satisfaction. Door programme due to start in January, currently looking for new supplier. Kitchen programme will also start in January. Canopy programme started September and is ongoing. OAP redecoration programme started 8<sup>th</sup> November. Heat Detector programme started along side the canopy programme.
- 4.7 **Income/Expenditure** – currently working within budget. Surplus will be used to fund the Christmas Event. AM explained the sub committees to GC.

AM to circulate performance reports.

## 5. **Matters for discussion**

- 5.1 **EO post Interviews** – Board decided to change the pay grade and job was advertised via indeed. 5 to be interviewed and if successful will be invited to complete a practical test. Successful candidate will start in January.
- 5.2 **Xmas Leaflet Delivery** – AM designed leaflet for Xmas event. There will be appointments issued to visit Santa to avoid long queues. AS has offered to be Santa. Leaflets need to be delivered this weekend, a fee of £30.00 was agreed by the board. AM asked who would be covering Bernard's area, a discussion took place as some board members raised a concern that JC may not be able to complete due to ill health, it was decided JC would do it but if she is struggling then she is to inform AM and another member of the board would do it. (5.45pm, Sa H left room).
- 5.3 **OO Board Seats** – Ann Bream will hold an Owner Occupier seat and Janet Smith will hold a co-opted seat. All Board members agreed.
- 5.4 **Management Agreement** – No update.
- 5.5 **Complaints/Compliments** - None this month.

## 6. **Health and Safety**

No issues to report.

## 7. **Sub Committees**

- 7.1 **Community Events** – SR & AC discussed fund application. If successful money is to be spent by March 2022. Cannot guarantee application will be granted next year. AM said if any monies were received it would be put towards day trips for next year.
- 7.2 **Finance** – Minutes are included in pack to read.
- 7.3 **Staffing and Employment Sub** – Minutes are included in pack to read.

## 8. **Board Calendar**

23<sup>rd</sup> & 24<sup>th</sup> November – Excel London. AS, Sa H, SH, AW & SW attending.

8<sup>th</sup> & 9<sup>th</sup> December – Trafford Hall, Manchester. Covid recovery and Energy efficiency. Board members to contact AM if interested in attending

10<sup>th</sup> December – Xmas Event. AM explained plans to GC and would send him the leaflet.

23<sup>rd</sup> December – Christmas Meal at Two Greens in Tettenhall. All welcome, let AM know if will be attending.

**9. AOB**

AM requested quote for CCTV from OpenView, to be linked to the concierge service at W.Homes. There is an issue with the ongoing maintenance and monitoring costs. AM does not think we should pay for these and will give an update in the next meeting.

LB discussed Christmas Jumper Day for Save the Children charity. 10<sup>th</sup> December, Christmas jumpers etc to be worn and a minimum of £1.00 donation.

Next meeting is in January 2022 and AM to circulate list of forthcoming meeting dates.

Meeting closed at 6.00pm.