

Board Meeting Minutes – Tuesday 8th March 2022

1. Welcome & Introductions

Chair: Joan Curtis

Attendees: Amie Merry, Andrew Slater, Natasha Curtis Warner, Councillor Adam Collinge, Councillor Sue Roberts, Stuart Harrison, Ste Webb, Ann Webb, Janet Smith

Lyndsey Beckett taking minutes

- 1.1 JC opened the meeting. All attendees introduced themselves to the new board member, Janet Smith

2. Meeting Opening

- 2.1 **Apologies** - Apologies received from Councillor Claire Simm, Sarah Harrison, Glenford Clarke and Melissa Green.

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

- 2.3 **Previous Minutes Feb 22** – Proposed and agreed by AW. Seconded by AS.

Matters Arising – JC asked if minutes could be circulated earlier rather than on the night of the meeting. AM confirmed minutes were sent via email two weeks ago.

Arrears Action Plan – AM to provide update later in meeting.

Activities – AM has not planned anything as yet but will speak to AC later on in the meeting about a joint venture for Easter Holidays

Retro Fit Training – JS had declared an interest in this. AM has found a more suitable course that will be discussed later.

Rent Increase Letter – AC has been getting a lot of enquiries about heating improvement charge. Worded incorrectly, it's the existing service charge.

3. Correspondence

- 3.1 **NFTMO/Tpas Membership** – AM informed cheque has been sent and membership confirmed for another year.

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

- 4.1 **Voids and Relets** – Currently 13 voids. 3 under notice. 3 signed up and 2 awaiting sign up. Voids are delayed and some will be carried into next financial year.

Post Tenancy Visits – None outstanding.

Arrears – AM asked how the board would like the arrears report presenting. Board confirmed they are happy to receive the overall figure rather than a break down. Arrears are back down to the amount they were in Nov 21. The housing staff worked hard to reduce them; plan needs to be actioned long term.

Tenancy Breaches – ASB – 13 current and 5 with Carly. Closed 12 and opened 14.

Fly Tipping – 22 cases. AM spoke to Darren Baggs regarding the new App, love clean streets. If contact WH direct removal is 7 days can take longer using the app. AM has arranged for all staff to have access to Geowolf to check if fly tipping on Council or Housing Land. AM requested funding to continue the litter picks. AC is on the board at Aldersley High School and will raise issue at next meeting. AM confirmed there is budget left to do a sweep of the

estate before year end. SR suggested contacting Chris Jellyman to see if cameras can be used in problem areas.

Staff – 17 days absence due to Covid. All training up to date including Fire awareness and Fire Marshall completed last Friday.

Income/Expenditure – AM confirmed all allowances has been received. Surplus will be £150,000 as no kitchens completed this year. Board spends and finances all on track, no concerns. Telephone budget overspent but that's because the Board internet has been included in this. AS requested a new phone for the Board Room.

6.01pm SR left the meeting.

5. Matters for discussion

5.1 CCTV – Quote approved last meeting now need to discuss the on-going monitoring costs. This will need to be taken from the surplus, £6000.00 annually. AM to apply for ward funding of £1500. AM will also try and negotiate the cost with Darren Baggs.

Vote – SH proposed, JC seconded and all board in favour.

5.2 Complaints/Compliments – None received.

5.3 TMO Delivery Plan and Action Plan – AM proposed each quarter an area of the plan is covered. Board to drive as strategy and staff to deliver.

5.4 Household Support Fund – Started with £32,000, £19,000 left to be used by the end of March. Helped 30 tenants so far, 85% to families. AC suggested buying travel passes.

6.12pm SR re-entered meeting

5.5 Budget 2022/23 – AM presented the proposed Budget and discussed each header and if the amount was to be increased or decreased and why. There will be a slight increase in the allowance received. AM wishes to make changes to the office. She wants to be in the office working with the team. Repairs to relocate into current lunchroom and AM to move into office, respite area needs to be created for staff to use at lunch. All board agreed reception area was too small and unwelcoming to tenants.

Salaries are to be increased by 1.75% as per NJC rates.

Budget proposed and agreed by JC. Seconded by AS. All board agreed.

5.6 Easter Event – 13th April between 11am and 1pm. Crafts, face painting, egg hunt and easter bonnet parade. All children will receive a free egg. JC proposed all staff and board should receive an egg.

5.7 Housing Support Officer – AM proposed to employ Claire for 12 months as a Housing Support Officer. AM to create job description and apply for funding. Post would be for 16 hours per week.

Vote – SH proposed, SW seconded and all board in favour.

6. Health and Safety – nothing to discuss

7. Sub Committees – No meetings have taken place in the last 3 weeks.

8. Board Calendar

Retro-fit Summit in London, overnight stay included. AM to send diary invite, only accept if wish to attend. JS, SH, SW, JC,AW and AC expressed an interest.

NFTMO conference – 7 places booked so far. AM to send diary invite, only accept if wish to attend.

9. AOB

JC – Asked if everyone was happy for her to continue as Chair due to her ill health. Everyone agreed.

AC - Aldersley High School wish to organise an event for the Queens Jubilee, to let AM know of details if Dovecotes want to get involved.

AS – policies at the back of the meeting pack are to be signed by each board member and handed in.

NCW – Asked if Hybrid meetings can take place. AC and SR confirmed this was not possible as members joining online are not entitled to a vote and its not part of the management terms.

6.59pm – meeting closed.