

**Dovecotes  
Tenant  
Management  
Organisation  
Annual General  
Meeting**

**Wednesday 14th  
September 2022  
6pm**

**Dovecotes  
Primary School  
Meeting  
Handout**

DOVECOTES



**TMO**

From the past, looking to the future

# Agenda

1. Chairs Introduction to the meeting and declarations of interest
  - 1.1 Approval of Minutes of last AGM
  - 1.2 Dovecotes TMO Annual Report to members
2. Martin Bradley Jerroms GCN Accountant Annual Accounts
3. Approve the Annual Accounts and the continuation of Jerroms GCN Accountants to Dovecotes TMO
4. Resolution (1)– Addition to standing orders.

The existing board of Dovecotes TMO consists of 7 tenant members, and 2 owner- occupier members. In order to maintain the impartiality of the board, the board proposes an addition to standing orders as follows.

*“The elected board and any co-opted members of Dovecotes TMO will be restricted to a maximum of two members of the same family only. This good practice in governance will maintain the integrity and transparency of Dovecotes TMO to the highest standards as required of Directors of the Company”*

5. Vote for resolution (1)
6. Nominations and election of board members
7. Resolution (2) – *“ That Dovecotes TMO continue to manage the area of Dovecotes under the terms of the management agreement for another 12 months*
8. Vote for resolution (2)
9. Any Other Business - No submissions
10. Free Prize Draw
11. Election Results
12. Close meeting

Dovecotes Tenant Management Organisation Annual General Meeting  
Wednesday 6th October 2021 Dovecotes Primary School  
Meeting Minutes

1. Welcome & Opening - **JC** opened the meeting welcoming all who attended.  
DECLARATIONS OF INTEREST: **AS** affiliation: Wolverhampton Federation for Tenants using GCN accountants. **JC** handed over to Chief Officer **AM**.  
1.2 **AM** thanked tenants for attending the AGM. **AM** explained the agenda and proceeded to present the performance of the TMO. ANNUAL REPORT FIGURES: March 2020 – April 2021 K.P. I'S: 12 Months: Void Loss – Good Evictions – Pause on cases due to COVID Arrears – 12.64% arrears Payment Arrangement – More difficult-overall 5.82 % Repairs: Extremely High Time non urgent - On Target. **AM** asks if anyone has any questions on performance? NONE. **JC** thanks staff and board. **AM** mentions nobody was furloughed, Also Vulnerable calls were a success. Explains the voting cards and how they will be used to vote this evening. Time given for members to read the nominations for voting.  
1.2 APPROVAL OF PREVIOUS MINUTES (2019) **JC** – Moved **AS** – Seconded
2. **MB** shows his paperwork March 2021, states that “Need to see full figures” **AM** will show on screen. **MB** then explains ALL figures and findings of the annual report. **MB** explains the Pension Fund deficit, money set aside for future programmes, Contingency is humungous due to the number of repairs, Deductions at the bottom of the page. **MB** (GCN ACCOUNTANTS) ends his presentation of accounts for Dovecotes TMO.
3. **AM** requests members to vote “A continuation ballot is needed for GCN Accountants to be used as auditors. **VOTE TAKEN: UNANIMOUS**
4. **AM** explains Board Member nominations and the stand down of positions and how the voting papers work then fold in half for a member of staff to collect. **AM** then thanks Board Members and Nominees.
5. Board Member Elections
6. **AM** says “A continuation vote is needed if you want to give Dovecotes TMO the Right to Manage.  
**VOTE TAKEN: UNANIMOUS 2 ABSTAINED.**
7. Raffle Draw
9. There was no AOB
10. Election Results 3 Tenant Seats those elected Ste Webb, Sarah Harrison, Stuart Harrison 2 Owner Occupier Seats Natasha Curtis-Warner and Ambreen Raza

MEETING CLOSED

**AM** thanked everyone for coming to the AGM.

**Dovecotes Tenant Management Organisation - Statement of Financial Position as at  
31st March 2022**

	2022	2021
<b>Fixed Assets</b>		
Tangible assets	<b>£19,123</b>	£20,929
<b>Current Assets</b>		
Stock	<b>£4,381</b>	£5,876
Debtors	<b>£8,485</b>	£29,441
Cash in bank and in hand	<b>£1,803,665</b>	£1,821,776
	<b>£1,816,531</b>	£1,857,093
<b>Creditors: amounts failing due within one year</b>	<b>£148,630</b>	£153,961
<b>Net current assets</b>	<b>£1,667,901</b>	£1,703,132
<b>Total assets less current liabilities</b>	<b>£1,687,024</b>	£1,724,061
Pension fund deficiency	<b>(£728,118)</b>	(£986,344)
	<b>£958,906</b>	£737,717
<b>Capitol and reserves</b>		
Surplus fund	<b>£806,511</b>	£863,548
Reserve fund	<b>£703,500</b>	£683,500
Contingency fund	<b>£177,013</b>	£177,013
Pension fund deficiency reserve	<b>(£728,118)</b>	(£986,344)
<b>Shareholders' funds</b>	<b>£958,906</b>	£737,717

**Dovecotes Tenant Management Organisation - Statement of Accounts**

	2022	2021
<b>Income</b>		
Allowances received	<b>£1,113,000</b>	£1,113,000
Other income	<b>£1,257</b>	£13,683
Grant income	<b>£32,000</b>	0.00
	<b>£1,146,257</b>	£1,126,683
<b>Direct Costs</b>		
Repairs to property	<b>£570,907</b>	£472,685
Programme work and maintenance	<b>£19,817</b>	£8,832
Security lights	<b>£13,554</b>	-
Fencing programme	<b>£14,530</b>	£11,138
Alleyway programme	-	£1,625
Environmental Improvements	-	£17,012
Tree's programme	<b>£8,670</b>	£6,100
Office improvement programme	-	£25,000
Survey programme	-	£750
Ground work	<b>£1,470</b>	£1,820
Fly tipping	<b>£226</b>	£4,974
Stock movement	<b>£1,496</b>	£256
Hardship	<b>£12,428</b>	£4,181
Canopy programme	<b>£44,501</b>	-
Heat detectors and smoke alarms	<b>£36,172</b>	-
	<b>£723,771</b>	£554,373
<b>Grant expenditure</b>	<b>£28,523</b>	-
<b>Gross surplus</b>	<b>£393,363</b>	£572,310
Bank interest received	<b>£46</b>	£118
	<b>£394,009</b>	£572,498
<b>Expenses</b>		
Administration salaries	<b>£407,718</b>	£347,730
Rent and rates	<b>£750</b>	£750
Light and heat	<b>£1,750</b>	£1,750
Repairs and renewals	<b>£12,511</b>	£2,808
General administrative expenses		
Insurance	<b>£14,527</b>	£10,848
Printing postage and stationary	<b>£3,238</b>	£2,740
Telephone	<b>£4,351</b>	£3,140
Sundry Expenses	<b>£8,163</b>	£6,234
Motor and travel expenses	<b>£1,842</b>	£3,435
Legal and professional fees	<b>£6,235</b>	£3,548
Audit and accountancy	<b>£6,025</b>	£5,423
Training	<b>£1,808</b>	£1,483
Interest	<b>£21,000</b>	£10,000
Depreciation	<b>£8,200</b>	£8,575
Bank charges	<b>£654</b>	£355
Board costs	<b>£27,040</b>	£12,727
	<b>£525,812</b>	£421,546
<b>Net (deficit)/surplus</b>	<b>(£131,803)</b>	£150,952

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 15th July 2022

# Board Member Elections

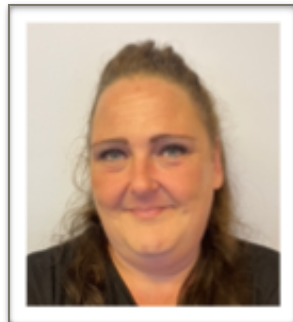
Each member of Dovecotes TMO has democratic control over who represents them on the management board. Becoming a board member places legal responsibilities on the individual and responsibility to set the strategic objectives of the organisation. Board members must act in the company's and members best interests to promote its success.

This year we have 3 tenant seats available. Those wishing to be elected are;



**Andrew Slater**

'I want Dovecotes to remain the best estate in the city. One that appreciates every person, keeps the community safe and fights for those who cannot fight for themselves'.



**Ann Webb**

'I have been honoured to serve on the board for the past few years, being part of such a vibrant and exciting organisation fills me with pride but, I want to do more and I demand more for tenants on the estate'.

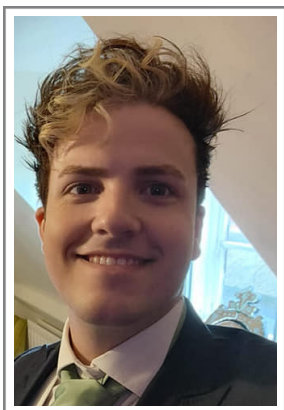


**Glenford Clarke**

'Being a tenant and working with residents of the city provides me with a range of qualities I can bring to the board to help to make Dovecotes a better place for everyone'.



**Bernard Curtis \***



**Ryan Pitt-Woodcock**

'I am a teacher, father, husband and board member. I have really enjoyed serving on the board and witnessing all the good work and events that the TMO has delivered. I am proud to have been a part of that and with your vote want to continue'.



**Debbie Bentley**

'Knowing that you have someone in your corner has always been the benefit of living on a TMO run estate. I now have the chance to be that someone and give back to the community'.

**\*Some nominees have chosen not to submit a bio about themselves**



# Election Voting Slip

You have **3 votes** only, use your votes to select the nominees you feel represent you and who you feel can make Dovecotes a better place for everyone.

Andrew Slater	
Ann Webb	
Christine Warrilow	
Glenford Clarke	
Bernard Curtis	
Ryan Pitt-Woodcock	
Debbie Bentley	

Membership No: \_\_\_\_\_

\*Nominees are not permitted to vote for themselves.