

## Board Meeting Minutes – Tuesday 20<sup>th</sup> June 2023

### 1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Stuart Harrison, Sarah Harrison, Ste Webb, Debbie Bentley, Andrew Slater, Janet Smith, Glenford Clarke (part), Councillor Barbara McGarrity, Councillor Jane Francis (part)

Lyndsey Beckett Minute Taker.

**1.1 Welcome & Introductions** – AW requested mobile phones are switched off or turned to silent and to raise hands if wish to speak.

### 2. Meeting Opening

**2.1 Apologies** – GC will be late. Councillor Jane Francis will be late.

**2.2 Declaration of Interests** - None

**2.3 Previous Minutes January 2023** – Proposed and agreed by SW Seconded by AS, AW signed.

**Matters Arising** – AM will look at community chest ready for July meeting. JS – Action log missing. AM displayed previous action log. JS requested that if an attendee arrives late to a meeting LB should put part in brackets next to their name. Equality monitoring form – now adopted, will be given to new members on sign up and when tenants book on trips.

### 3. Correspondence

**3.1 CWC TSM's Project** – AM received letter from CWC regarding the tenant satisfaction survey being carried out by Acuity. 12 set questions within a framework. Survey will be carried out by phone and approx. 100 of our tenants will be picked at random. AM will share briefing via email.

5.09pm – GC entered meeting

**3.2 NFTMO Conference Schedule** – AS printed conference handout that includes details of schedule and workshops. AS asked board to attend at least 1 workshop in the morning and least 1 in the afternoon. AM said can attend in pairs. More subjects covered the better and can report back via a teams meeting or next full board meeting. AM will share handout via email.

**3.3 Companies House** – AS received letter from Companies House stating the TMO failed to file papers to notify of a change in articles of association and resolution. Consulted Ian Powell who confirmed we don't need to do this as it's an addition to the standing orders. AM sent letter today to companies House to apologise for the misunderstanding.

**3.4 Letter from JL** – Letter from Jenny Lewington, CWC regarding the high interest bank accounts, request has been granted. They have requested we provide data annually to show what the money is used for. AS explained to the Councillors why we wish to invest our surplus and the interest gained would be used for community events.

Approx £35,000 interest, will have to pay corporation tax on money earned. AM displayed letter and asked the Board to vote. **Vote – Unanimous.**

4. **Chief Officer Report** – Next report due in July's meeting and will display CWC and Boards new KPI's for quarter 1. No finance report as still waiting for Jerromes GCN to complete end of year. AM displayed void sheet. St.H asked [REDACTED] needed any work as it's only recently been void. AM to ask W.F and report back. AW wanted to thank the repairs team for their work on [REDACTED]. Major void, returned in a good time considering the property was in such bad condition.
5. **Matters for Discussion**
  - 5.1 **Complaints/Compliments** – None received.
  - 5.2 **Household Support Fund** – Still awaiting update. WH have received their allowance. No funding received by any other TMO's. AW asked the Councillors if they could get involved. AM to send email to Councillors with background information.
  - 5.3 **Cost of Living Crisis** – Information for pensioners has been included in the summer newsletter.
  - 5.4 **Community Events** – Trip to Llandudno went really well. 3 no shows, waited 10 mins. Next trip is to Weston-Super-Mare on 15<sup>th</sup> July. Both trips sold out.
  - 5.5 **Vacant Tenant Post** – AM suggested to Board they could elect GC to the vacant tenant post. Post will be held for 3 years and would be registered with Companies House. GC would like to accept. Proposed by St.H, Seconded by SW. **Vote – Unanimous.**
  - 5.6 **ASB** – AM received email from Stephen Perry (ASB Team) regarding a new policy they are trying to create for a Good Neighbour agreement. AM displayed 3 documents on screen. Still in draught form and WH homes would like us to provide feedback. AM to share with board and arrange a sub committee meeting to discuss. TMO could have their own agreement. Sub committee to report back to full board.
  - 5.7 **Board Skills Audit** – AS and AM put together results from skills audit and AM will present data with a training programme.
  - 5.8 **Dovecotes Insurance Quote** – AM has received renewal document from One Brooker. Price has increased by £4,000 to £16,155.00. Renewal due 2<sup>nd</sup> July. Board to vote to continue with One Broker. **Vote – Unanimous.**
  - 5.9 **Cleaning Quote** – AM received quote from external company. Displayed on screen. £2,000 cheaper per annum than quote received from CWC. Quote based on ground floor only at the moment. JS asked AM if she could obtain a price for fogging to be undertaken once a month. Board to vote on using external contractor. **Vote – Unanimous.**
6. **Health and Safety**
  - 6.1 **Office Plan/Building** – Tony Davies will be starting the decorating tomorrow and will take approx. 7 days to complete.
7. **Sub Committees**
  - 7.1 **Community Events** – Arrange a sub committee meeting to discuss risk assessment for next trip.

8. **Board Calendar** – Travel arrangements discussed for NFTMO conference.

9. **AOB**

BM – Community Hub Event taking place on Thursday 29<sup>th</sup> June at Oasis Café, Pendeford Park between 10am and 2pm. For health, housing advice etc. Would Dovecotes like to have a stand.

JC – Received invite from CWC’s EDI Team to attend online consultation sessions. AM shared this with staff and board. Follow the link on the email to book.

AS – offered to open the office up once a month on a Saturday if the new councillors would like to conduct a surgery. If interested let AM or AS know.

6.12pm Meeting closed

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_

Action Log	Officer/BM	Due
Community Chest to be developed and passed to Board for next meeting	AM has started will be ready for September	September 2023
Skill Audit needs to be completed regardless of those missing		June 2023 Complete
Equality Monitoring Form to be developed and adopted for DTMO	Amie	June 2023 – completed and now adopted by the TMO
Share TSM Briefing with Board	Amie	June 2023 Complete
Book Microsoft Teams Meetings to discuss the workshops attended	Amie	Complete
Amie to provide background to Councillors regarding the HSF		Complete
Board requested price for fogging treatment from cleaning service	Amie	For your full building all rooms, toilets etc our price for this would be £255.00 plus VAT, we would just need a date/time this could be done while office is empty.

Amie to link the Skills Audit to sessions available at conference		Complete
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