

Board Meeting Minutes – Tuesday 23rd May 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, Melissa Green, Councillor Barbara McGarrity

Lyndsey Beckett Minute Taker.

1.1 Welcome & Introductions – Everyone introduced themselves to BM. BM introduced herself as one of the new Councillors for Oxley Ward

2. Meeting Opening

2.1 Apologies – GC will late. Councillor Alan Butt.

2.2 Declaration of Interests - None

2.3 Previous Minutes January 2023 – Proposed and agreed by SW Seconded by Sa H. AW signed.

Matters Arising – Action plan: AM had not had chance to work on Community Chest. Baker Flooring have started work upstairs. Quote received from Tony Davies.

3. Correspondence

3.1 CWC DMC Training – CWC thanked staff for attending a training course at Wolverhampton Homes on DMC.

3.2 NFTMO Conference Schedule – Earlier start on the Friday due to Housing Ombudsman doing a talk on DMC. AM and the board have decided to attend this and will leave earlier.

3.3 Invite to new Cllrs – AS had emailed invites to new councillors inviting them to the meeting. Received a response from Alan Butt but not from Jane Francis. BM will get in touch with them.

4. Chief Officer Report – AM displayed report on monitor. Still waiting for year end accounts report. AM displayed provisional end of year report, will hopefully be confirmed next meeting. Still awaiting invoice from UL for kitchen programme work completed in 2021/22.

5.14pm – DB entered meeting

No staff sickness or accidents/fire incidents so far this year. A discussion has taken place with CWC regarding KPI's as these targets have not been changed for some time. Rent performance targets have decreased from last year. Repairs targets have all been met.

Break 5.20pm - 5.30pm

5. Matters for Discussion

- 5.1 Complaints/Compliments** – None received.
- 5.2 Household Support Fund** – Still awaiting confirmation of allowance. MG had received confirmation that there had been a delay.
- 5.3 Cost of Living Crisis** – AM wants to add information into the next newsletter about scams. Money Smart – awaiting a decision to see if this service can be made available to our tenants via Wolverhampton Homes. AM explained the role of our HSF. Since completing income and expenditure forms, we have noticed a trend of online gambling. Look at bringing someone into the office who could provide help and support with this.
- 5.4 Community Events** – 2 trips have now sold out. Only 3 tickets remaining for Llandudno trip. On Thursday 22nd June it is the 75th Anniversary of Windrush. AM suggested to the Board we could hold celebration at the office on this date for a few hours and an article to be included in the newsletter. Board to come up with ideas.
- 5.5 Vacant Tenant Post** – Advertise vacant post in next newsletter. Applications needed for AGM in September. If anyone is interested, they could co-opt for a couple of months to see if they like it.
- 5.6 Damp/Mould/Condensation** – AM displayed the draft policy on the monitor and explained each section. Board asked to vote on adopting new policy. **Vote – Unanimous.**
- 5.7 Board Skills Audit** – AS still waiting to receive GC paperwork. JS suggested they progress whilst they chase GC.
- 5.8 Dovecotes Insurance Quote** – AM has received document from One Brooker, to be shared with CWC to ensure we have the correct cover in place. Renewal is due 3rd July.

6. Health and Safety

- 6.1 Office Plan/Building** – Cleaning is currently being undertaken by CWC. We have not been receiving invoices for this service. Received a quote from CWC, £11,254 per annum. £865.72 every four weeks. [REDACTED] We can employ external cleaner so AM will get 3 quotes and present to Board next meeting. Still awaiting lease agreement.

6.02pm – GC entered meeting

7. Sub Committees

- 7.1 Finance** – Minutes included in meeting pack from subcommittee meeting.
- 8. Board Calendar** – TPAS training programme, AM shared via email.
- 9. AOB**
- 9.1 Uniform for Board** – AM asked if any of the Board required uniform before conference. GC requested polo shirt and fleece. JS requested polo shirt.
- 9.2 Equality Monitoring Form** – AM created form using ideas from Government form. Board asked for other examples. JS and GC will look into and Board to look at next meeting.

9.3 NFTMO Award – AM submitting application for project of the year award for our friendship Fridays. AM asked MG to sign application.

AW – suggested putting application forward to TPAS for member spotlight for work the Board do in the Community. All agreed would be a good idea.

6.21pm Meeting closed

Signed by Chair _____

Date _____

Action Log	Officer/BM	Due
Community Chest to be developed and passed to Board for next meeting		July 2023
Skill Audit needs to be completed regardless of those missing		June 2023
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
Book Microsoft Teams Meetings to discuss the workshops attended	Amie	
Amie to provide background to Councillors regarding the HSF		
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		