

# **Dovecotes Tenant Management Organisation Annual General Meeting**

Thursday 28th September 2023 6pm



# Agenda

1. Chairpersons introduction to the meeting
  - 1.1 Approval of Minutes of last AGM
  - 1.2 Dovecotes TMO Annual Report
2. Annual Accounts Presentation
3. Approval of the Annual Accounts and continuation vote of Jerroms GCN as Auditors
4. Nomination and election of vacant positions (2 Owner occupier members)
  - 4.1 Tracy Searle - Owner Occupier Nomination
5. Member vote for continuation of Dovecotes TMO Board under the 'Right to Manage' regulations.

*On completion of the election of Board members a vote is held by members present to confirm they are happy for the Dovecotes TMO Board to continue to manage under the Right to Manage Regulations for a further 12 months*
6. Any other Business - No submissions
7. Raffle

**It's time for a Macmillan Coffee  
Morning  
and you're invited  
Let's do whatever it takes  
to support people living with cancer.  
Come to our Dovecotes TMO Office  
Cafe  
Friday 29th September 2023 11-3pm**

# Dovecotes Tenant Management Organisation Annual General Meeting Minutes

Wednesday 15<sup>th</sup> September 2022 6pm Dovecotes Primary School

1. JS opened meeting, introduced herself and explained the Chair JC was ill, and sent her well wishes. JS thanked all for attending.  
A minute's silence was observed for Queen Elizabeth's passing.  
JS introduced the minute taker, L.B.  
JS asked if there were any declarations of interest. None declared.  
JS handed over to Chief Officer, AM.  
AM went through meeting agenda.
- 1.1 Approval of minutes of last AGM (2021) **AS moved. St.H seconded.**
- 1.2 Annual general report was displayed on a projector screen. AM presented each section of the report, KPI's for repairs, rents and evictions, Complaints and compliments, activities, and governance, NFTMO award, investing in tenants' homes and supporting the community.
2. Annual accounts report was displayed on a projector screen. Martin from Jerroms GCN introduced himself and explained the company merger earlier on in the year. Martin explained the report in detail. No questions raised.
3. Attendees asked to raise blue voting card for approval of the annual accounts and the continuation of Jerroms GCN as accountants for Dovecotes TMO. **Vote: Majority – 41**
4. AM displayed the resolution – addition to standing orders on the projector screen and explained that Dovecotes have to ask permission of its members to make a change.
5. Attendees asked to raise blue voting card to vote for the resolution. **Vote: 48 for. 1 against**  
BC asked if Dovecotes are breaking quality laws doing this. AM answered no.
6. Board elections. Presentation and board member bios were displayed on projector screen. AM explained that attendees were given a voting slip when they arrived at meeting. Only to tick 3 boxes otherwise vote will be void. Board members are not allowed to vote for themselves. Once cast vote, fold slip in half, hold it in the air and a member of staff will collect it.
7. AM displayed the resolution on the projector screen and explained only tenants can vote for Dovecotes TMO to continue to manage the area for the next 12 months.
8. Attendees asked to raise pink voting card to vote for the resolution. **Vote: 40**
9. No other business – No submissions
10. Raffle draw. KH from 2 Ganton Walk wanted to donate his raffle prize to a member of staff, LC for all her work and always being there for them when reporting problems.
11. Ann Webb, Andrew Slater and Ryan Pitt- Woodcock elected for the 3 tenant seats.  
Councillor Sue Roberts wanted to thank the staff for all their hard work during difficult times especially through Covid. She thanked every board member and said she is very sorry Joan is ill and can't be there this evening. 1 staff member had gone above and beyond, and the staff and board would not function without AM and thanked her for her continuous hard work.
12. AM thanked everyone for coming. Amazing to see so many people attend. Meeting closed.

# Dovecotes TMO - Statement of Financial Position as at 31st March 2023

We share how we are performing financially with our members to improve our accountability, foster understanding of where we have spent our allowances and illustrate where we have invested in the estate over the past 12 months. This section displays our balance sheet and the statement of income and expenditure.

The first table is our Balance Sheet, this reports our assets, liabilities and the difference between these at March 2023.

The second table details our income and expenditure for the financial year, this summarises all the income and expenses of Dovecotes TMO for the period 01.04.2022 - 31.03.2023.

Our accounts are presented by Martin Bradley, FCCA Client Director Jerroms GCN Accountants & Business Advisors



<b>Balance Sheet</b>	2023 £	£	2022 £	£
<b>Fixed Assests</b>				
Tangible Assets		£12,334		£19,123
<b>Current Assets</b>				
Stocks	£7214		£4381	
Debtors	£12,725		£8486	
Cash at Bank and in Hand	<u>£1,800,651</u>		<u>£1,803,664</u>	
	£1,820,590		£1,816,531	
<b>Creditors: amounts falling due within 1 year</b>	<u>(£241,698)</u>		<u>(£148,630)</u>	
<b>Net Current Assets</b>		£1,578,892		£1,667,901
<b>Total Assets Less Current Liabilities</b>		£1,591,226		£1,687,024
<b>Provisions for Liabilities</b>		-		<u>(£728,118)</u>
<b>Net Assets Excluding Pension surplus/(deficit)</b>		£1,591,226		£958,906
<b>Defined Benefit Pension Surplus/(Deficit)</b>		<u>£273,370</u>	-	
<b>Net Assets</b>		£1,864,596		£958,906
<b>Reserves</b>				
Other Reserves		£1,107,013		£152,395
Income and Expenditure Account		<u>£757,583</u>		<u>£806,511</u>
<b>Members Funds</b>		£1,864,596		£958,906

Income & Expenditure	2023 £	£	2022 £	£
Allowances Received		£1,147,999		1,113,001
Other Income		£1,025		£1257
Government Grants		<u>£62,786</u>		<u>£32,000</u>
		£1,211,810		£1,146,258
<b>Direct Costs</b> <i>Purchases &amp; other direct costs</i>				
Property repairs & maintenance	£543,732		£570,907	
Kitchen Programme	£116,365	-		
Heat Detectors & Smoke Alarms	£10,484		£36,172	
Fencing Programme	£12,870		£14,530	
Security Lights	£4050		£13,554	
Canopy Programme	-		£44,501	
OAP Redecorations & Materials	£25,803		£19,817	
Tree's Programme	£1810		£8,670	
Ground Work	£1520		£1470	
Grant Expenses	£62,786		£28,523	
Fly Tipping	£394		£226	
Stock Movement	<u>(£2834)</u>		<u>£1496</u>	
Total Purchases & other direct costs	<u>£776,980</u>		<u>£739,866</u>	
Total Direct Costs		<u>(£776,980)</u>		<u>(£739,866)</u>
<b>Gross Surplus</b>		<u>£434,830</u>		<u>£406,392</u>
<b>Administrative Expenses</b>				
Administration Salaries	£296,504		£246,475	
Social Security Costs	£31,511		£23,681	
Training	£3141		£1808	
Staff Pension Costs Defined Contribution	£141,000		£134,000	
Other Staff Costs	£3796		£3562	
Rent and Rates	-		£750	
Power, Light and Heat	-		£1750	
Insurance	£12,982		£14,527	
Repairs and Renewals	£35,797		£12,511	
Motor and Travel	£2927		£1842	
Board Costs and Community Events	£17,519		£27,040	
Interest	£21,000		£21,000	
Hardship Fund	£21,621		£12,428	
Legal and Professional Fee's	£7047		£6235	
Audit Fees	£5500		£6025	
Bank Charges	£407		£654	
Printing and Stationary	£3190		£3238	
Telecommunications	£5101		£4351	
Sundry expenses	£6640		£8163	
Depreciation	<u>£7137</u>		<u>£8200</u>	
		<u>(£622,820)</u>		<u>(£538,240)</u>
Operating Deficit		<u>(£187,990)</u>		<u>(£131,848)</u>
Interest receivable and similar income	<u>£2036</u>		<u>£46</u>	
Deficit before taxation		<u>(£185,954)</u>		<u>(£131,802)</u>

# 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 2 vacant seats on our board, these are reserved for owner occupiers.

## **Tracy Searle - Owner Occupier**

Tracy has lived at Dovecotes for 33 years with her husband and raised her two children here. For the first 13 years living at Dovecotes Tracy was a council tenant and so understands what its like to live on the estate from both perspectives.

Tracy is a registered Mental Health Nurse and brings lots of new skills and experience to our board.

'Dovecotes has a lot to offer but ultimately its the people that live on the estate that make it a lovely, friendly place to live'.

Are you interested in becoming a board member? We have co-opted positions available that a member can hold for 12 months. This will enable a tenant or resident the opportunity to undertake a trial period to see if the role of a board member is for them. If you are interested in joining our board please contact us via email [dovecotestmo1@gmail.com](mailto:dovecotestmo1@gmail.com) or call us on 01902 552780

# Dovecotes TMO's New Scrutiny Panel

Do you want to be part of making Dovecotes TMO better but prefer a less formal setting?

If you answered yes then tenant scrutiny could be for you!

Being part of our new tenant scrutiny group gives you an active stake in the running of our service. It enables staff and tenants to work in partnership to achieve better performance and improved outcomes.

Our new Engagement Strategy sets out how we interact with tenants and the scrutiny model.

We plan to meet with a small group of tenants 6 monthly who will scrutinise a specific area or service we provide. This group sits outside our existing governance structure meaning that board members do not sit on the scrutiny panel.

If you are interested in taking part in tenants scrutiny or would like more information please complete the below slip and hand it back to one of our team.

Name			
Address			
Contact number		Email Address	
Signature			