

## Board Meeting Minutes – Tuesday 25<sup>th</sup> July 2023

### 1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Stuart Harrison, Sarah Harrison, Ste Webb, Debbie Bentley, Andrew Slater, Janet Smith (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** – Councillor Barbara McGarity and Councillor Jane Francis.

**2.2 Declaration of Interests** – AW will be joining the regulatory panel at CWC on 9<sup>th</sup> August.

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

**Matters Arising** – AM has started work on the Community Chest project and will be ready for September. Skills Audit, Equality Monitoring form, TSM briefing, and cleaning quote all completed.

### 3. Correspondence

**3.1 Jerroms GCN** – Board received letter. Martin will be meeting with the board on 1<sup>st</sup> August to sign off accounts and will be completed by 30<sup>th</sup> August. AW to sign instruction for permission to send documents via email.

**3.2 Companies House** – AM received email confirming GC appointment as a Board Member.

**3. Chief Officer Report** – AM displayed report on monitor. 1<sup>st</sup> quarterly report. Targets missed for VAT and estate inspections. AM has spoken with SR and this needs to improve for next quarter. AM asked Board when they wish to conduct estate inspection, which area they want to cover and who they wish to invite. 1 to be conducted per quarter. Once decided inform SR. Road sign replacement – AM to speak with Board next week to decide on which signs to be replaced. Rent roll figure has decreased from last year.

5.35pm – JS entered meeting

Board to discuss letting standard to see if void times can be reduced.

Break – 5.44pm until 5.54pm

## **5. Matters for Discussion**

**5.1 Complaints/Compliments** – 1 complaint. No compliments

**5.2 Household Support Fund** – AM displayed briefing on monitor. Received £25,000 from CWC. Minus salary for Household support fund officer and money for the friendship Friday initiative leaves a balance of £15,836.52. Will help those who have not received cost of living payments. Bank statements must be provided as proof of income and expenditure and will help those who have less than £50.00 disposable income per week. Apply using link to survey monkey if they qualify CJJ will contact. AM asked board to vote on proposal. **Vote – Unanimous**

**5.3 Cost of Living Crisis** – Discussed in previous item.

**5.4 Community Events** – Barmouth trip on 9<sup>th</sup> August. Sold out. Risk assessment to completed by AM and the board next week. Tuck shop has been successful.

**5.5 Business Delivery Plan** – AM asked Board to approve. **Vote – Unanimous**  
AM will share with Council and advertise update on website. Board to review per quarter.

**5.6 Local Lettings Policy** – AM asked Board to approve. **Vote - Unanimous**

**5.7 Board Skills Audit Report** – AM displayed report on monitor. Board are happy with the results. It will be monitored quarterly and shared with CWC. AM to add to website.

**5.8 Tenant Satisfaction Measures** – AM sent email to staff and Board earlier today. Approx 105 tenants will be contacted via phone and asked 12 questions. TMO's will receive their own results.

## **6. Health and Safety**

**6.1 Office Plan/Building** – Tony Davies completed the decorating. We will re-use as much as the existing furniture as possible. Start moving over the next few weeks, to be completed by the end of August. Downstairs space to be ready for AGM at end of September.

## **7. Sub Committees**

**7.1 Staffing Sub June 2023** – Minutes from meeting included in pack AM sent via email earlier.

**8. Board Calendar** – Discussed in 5.4.

## **9. AOB**

**9.1 Board Recruitment – 2 spaces** – AM asked how they would like to recruit for the vacant posts. AS will contact Mrs C, an owner occupier via email who has previously registered an interest.

**9.2 Pact Meeting** – S.W, St.H, Sa.H and DB attended meeting. Awaiting information from Chris Jellyman regarding a government scheme – Digital Gifted Scheme. Free chrome books available. DB has application form from Evelyn. If wish to apply as an organisation apply via Stefan Paszki, project officer and can apply for 10 to 20.

AS – will be attending Rakegate TRA meeting tomorrow regarding the demolition of buildings on Probert Road.

AS – received email from Nick regarding conference next year. Crown Plaza will only allocate 200 rooms so there may be a change of location, more than likely down south. AM said if Board aren't going to attend the meetings or workshops then could stay off site as would be more cost effective and could purchase day passes.

AM – New iPads are not ready yet. AM will keep board updated.

6.46pm 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