

Board Meeting Minutes – Tuesday 14th November 2023

1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Stuart Harrison, Sarah Harrison, Ste Webb, Debbie Bentley, Andrew Slater, Tracey Searle, Glenford Clarke (part), Melissa Green, Councillor Alan Butt, Councillor Barbara McGarity (part)

Lyndsey Beckett Minute Taker.

1.1 Welcome & Introductions – AM introduced 3 board members observing from New Park Village

2. Meeting Opening

2.1 Apologies – Councillor Jane Francis

2.2 New Declaration of Interests – AS has stepped down from his position on the NFTMO board due to ill health and asked if another board member would be interested in the role.

2.3 Previous Minutes January 2023 – Proposed and agreed by SW. Seconded by DB. AW signed. Councillor BM congratulated Dovecotes on their NFTMO Award.

Matters Arising – None

3. Chairs Update

3.1 Update on Current Affairs – Wolves Digital have gifted us 20 laptops/chrome books. 10 are to be gifted to tenants, 2 gifted already. TMO to provide training to tenants. Staff have completed training on migration of benefits to UC. May have an affect of rent collection.

Welcome to Tracey Searle, new OO Board Member.

3.2 Skills Audit Update – AM thanked the Board for their commitment and requested it be completed by the end of the financial year. Courses to complete:

Contract Management Course – St.H

Change Management Course – SW & DB

Stakeholder identification – to be completed by November.

5.16pm – GC entered meeting

4. Correspondence – AS received email from the Councillors with an admission piece for the newsletter. Very well written, AS thanked the Councillors.

5. Chief Officer Report – Q2 KPI's, July to September 2023. AM displayed report on monitor.

No access on VATS – article published in Winter newsletter. 7 new TMO members. Repairs team back on target, average time taken to complete non urgent repairs decreased from 9.67 to 7.67. Void times are also decreasing, should she the impact on this on Q3. AM thanked the repairs team.

6. **Treasures Report – EDR** - AM presented report and displayed on monitor. Figures were pulled from sage today. First 3 allowances have been received from CWC. Interest gained from new account - £2873.00, used for community events. Budgets are track – repairs and maintenance, board spends, community events, administration, and projects from surpluses. Health and Safety courses – AM to have discussion with MG about E-learning course available to us. 16 days lost to staff sickness. Councillor AB commended AM on such a detailed and informative report.

5.48pm – 5.57pm break

7. **Matters for Discussion**

- 7.1 **Complaints/Compliments** – No complaints. 4 Compliments.
- 7.2 **Household Support Fund/Cost of living Crisis** – We are helping people who have not received support before and prioritising the elderly.
- 7.3 **Board Recruitment OO Position** – One vacancy to be advertised in the next newsletter.
- 7.4 **Board Champion Roles** – 5 roles available, Role of Chair for that subcommittee and would be responsible for producing quarterly report. Roles decided:
Finance – SW
Health and Safety – AS
Community Events – DB & SH
Repairs & Voids – St.H
Estate Improvements – TS
AM will work with everyone over the next month.
- 7.5 **Christmas 2023 Closedown** – Office will close at 1pm on Friday the 22nd December and will re-open Tuesday 2nd January at 9am. No repairs contractors working. OOH service provided by Wolverhampton Homes. 3 days leave to be gifted to staff – agreed by all board members.
- 7.6 **Community Chest** – A.M displayed proposal on monitor. Small financial grant of up to £250 to cover essentials to support employment. Budget would come from the high interest account. All residents of the estate can apply. Finance sub committee would make decisions on applications. £1000 to made available to start with. Invest more if it works. Start campaigning next year and advertise in spring newsletter for the project to start from 1st April. **Vote – Unanimous**

6.15pm – BM left meeting

- 7.7 **Multiple Events Insurance** – Renewal complete
- 7.8 **Newsletter** – Currently being printed. AM to collect. AB very impressed with how we work, very well organised.
- 7.9 **Staff Pay Award** – AM displayed NJC pay grades on monitor. Pay rise to be back dated to April 2023. AM to advise payroll by 15.11.23. **Vote – Unanimous**
8. **DTMO Office H&S Report** – AM displayed report completed by Croner on the monitor. Outstanding action – fire drill to be completed a.s.a.p.

9. **Sub Committees – Community Events Sub** – Minutes included in meeting pack.
Decided on gifts for Christmas event. Quote for snow ball was too expensive, money to be spent on gifts instead. Details for the sit and knit agreed.
10. **Board Calendar**
- 10.1 **Pact meeting** – 15.11.23 6.30pm at Rakegate Methodist Church
- 10.2 **Affordable Housing Awards** – 17.11.23. We have been selected for an affordable housing award. AM submitted a presentation to the committee – AM displayed on monitor. Awards ceremony on 17.11.23. 2 Board members and 3 staff members to attend.
- 10.3 **Contractor Meetings** – 23.11.23 – S.H will be the attending board member.
- 10.4 **Pension Meeting** – 30.11.23 – 2 spaces available, board to let AM know if wish to attend.
- 10.5 **German Market & Friendship Fridays** – 01.12.23 Trip to the German market in Birmingham from 4pm until 8pm. Friendship Fridays, every Friday from 12pm until 2pm.
- 10.6 **Grotto Event** – The Mayor will be attending at 12.45pm to open the event. AM to invite councillors and press.
- 10.7 **Staff and Board Christmas Meal** – 22.12.23 1.30pm at Goodyears Pavilion. AM booked.
11. **AOB**
- Training** – details included in meeting pack. AM to send diary invites, accept invite if wish to attend and AM will book spaces. Courses are free and will be held Jan to March 2024 at the Birmingham & Midland institute.
- Choir Xmas Event** – AM asked GC if the choir will be available to attend the Christmas Event.
- AM presented certificates to the following board members for training completed – AS, SH, AW, and SW
- AW thanked the staff and board for all their hard work this year.

6.38pm Meeting closed