

Dovecotes TMO BOARD MEETING

13TH NOVEMBER 2019 6.00pm

Minutes

Attendees: **AS, JC, BC, RD, SH, LK, CW, NC-W, AW, Cllr SR & Chief Officer AM**

Apologies: **PL, RP-W, Cllr LM & MG (CWC)**

1. Welcome and Introductions

JC opened the meeting at 6pm welcoming all.

2. Meeting opening

Apologies for Paul Lewis, Ryan Pitt-Woodcock, Louise Miles and Melissa Green were recorded by the secretary. JC asked if any members present had any declaration of interest – none declared.

Board members were given time to read the minutes from the previous board meeting, AS proposed them as a true record seconded by BC.

3. Correspondence

AM confirmed that the TMO has received a letter regarding a donation made to Cats Protection Wolverhampton in remembrance of a former board member who recently passed away.

AM Kate Martin (CWC) had emailed **Cllr LM** regarding the Dovecote Building, the refurbishment is on hold until February 2020. Board confirmed that they had raised concerns for the building over the winter. **BC** said, “The Dovecote is an asset” **JC** “It was wanted to be knocked down at one time”. Following the TMO concerns a surveyor has visited the Dovecotes and certified that it is weatherproof and will withstand the winter prior to the planned works.

4. Chief Officer Report

Void turnover is within KPI's. An issue has been identified with the welcome packs agreed to be handed to new tenants by the Board; staff reported to Amie that when they asked board about issuing a pack some members were reluctant. **AW stated she agreed this was a good option for the TMO**, the pilot is what the board had agreed and is confirmed in previous minutes. AW states that all board should support this to April 2020 at which point the project can be assessed.

ASB & Tenancy Management. AM states that ASB Officer Jane leaves her position this week due to accepting another post elsewhere in the Council. Jane has made a very positive impact on ASB and worked well with staff. A new replacement has been confirmed and Carly Dickens will begin in post W/C 18/11/19. **Cllr SR confirmed** Carly's previous work, stating "Carly has been working really well on the ASB cases"

Fly tipping. **BC** queried the cost of collecting fly tipping, **AS** interjected that this is the responsibility of CWC as in the new MMA. **AM** confirmed that the board agreed contractors collect fly tipping as an improvement to the area and the extended time taken for CWC to collect the rubbish. **AS** suggests that Dovecote TMO should not be invoiced. **AM** says there is enough money in the budget. **SR** asked if it was reported to the council? As it not being in the allowances **AM** says it was a board decision, **CW** mentioned skips being too costly. **SR** will speak to head of waste services. **JC** suggested that the TMO could claim back the costs from the council.

AS queried whether Joe Trussell had come back with a spec for the ANPR cameras. **AM** said that since leaving this has been passed to the Sergeant. **AM** to email Melissa regarding the upgrade to the lighting columns.

Finance - Board £3.000 £14.000 spend £7.000 **AS** asked about a minus on stationary, **AM** explained that some costs had been recoded. Newsletters costs have been less than expected this year. Annual Report & AGM slight overspend. **JC** mentioned that there is free entry into BCLM this weekend with a lottery ticket. **BC** asked about return ticket to the BCLM that was a community event, **AM** no, as this was a group booking the tickets do not qualify for a return. Word of mouth about community events has been fabulous off tenants.

Hardship fund £10.959 spent of the £15.000 budget. Though this has been in operation for some time there appears to have been no effect on arrears cases. **AM** feedback needed for board on the hardship allowance. Monthly managers meeting with staff and board are to be re-instated. **AM** stated she will speak with Warren and Sarah; this may be something the board can do quarterly? Or Bi-monthly.

AS asked if the TMO could sell on arrears legally to collection agencies? **AM** responded that we don't own tenancy so we can't. **AS** explains DHP (DHB- Discretionary Housing Benefit Payment) in response to **CW's** query on

bedroom tax. **BC** states tenants in 3 bedroom homes do not always want to downsize and, he would like to see the TMO buy properties (buy and build) **AM** responded that the Board has to be ready governance wise and will need to pass a number of due diligence tests.

Repairs and Maintenance - Heat detectors are fitted in void properties. Following the property surveys, we will be in a better position to plan programmes in for the estate over the next few years.

5. Matters for Discussion

AS "Sort code for bank needs sorting due to bank closure at original place also the MMA will need changing" **AM** will check.

A recent complaint has progressed to stage 2; this involves a board member and his vehicle. **SR** added that board members must abide by their tenancy. **BC** states this is his car. **SR** stated that **AM & JC** are being put in a predicament, **LK** agreed and stated that Board members should set an example. **JC** called an end to the conversation and reiterated to **BC** that the car needs to be removed.

Estate Improvements - Housing Officers out and about on the estate are identifying improvements for the TMO to carry out. **AM** requested £10K from the contingency so we can carry out small improvements including car park white lines, tenants asked about this at forum, trees need cutting and other works. Why? **WH** own car parks? **AM** states that the Maps Dovecote have are different to those held by **WH Darren**. **BC** states the council have obligation – unadopted roads. **NC-W** interjected stating that when bushes are cut back the TMO pay for it. **AM** states this work is normally sourced through **Warren's** budget.

Estate Improvement Budget vote ----- Proposed **NC-W**

Seconded **RD**

Voted---- 9--- FOR

1 --- AGAINST.

Financial Procedures – **AM** states that she will be looking into adding the option of a single tender waiver into the proceedings to assist when tendering or not fully tendering for works. This can be used on when legitimately

required, further clarification will be given to board when the document is ready.

Risk Register – **AM** gave everyone a copy of the risk register for them to read and identify any areas of risk or controls missing/required.

6. Subcommittees

Minutes of any subs in the period of September/Oct/Nov have been supplied in the meeting pack.

7. Board Calendar

Ray Coyle coming to visit the board Tuesday 19th November 2019 11am to discuss next year's ballot for the 5yr vote to tenants.

Christmas Grotto 12th December 2019, school closure due to general election? **SR** to find out.

8. Any Other Business

Wheatsheaf Road was a dummy bomb, **AM** said that WMP felt it was Just not worth the risk as the device looked real. The TMO acted correctly and **JC** being chairperson was on site to support. Staff opened the board room for tenants removed from their homes. They were given hot drinks and biscuits. **JC**

AM Some residents on FB states that they had not received a newsletter. **AM** will apologise but is confident they were delivered.

C.A.B an email was sent and **BC** "C.A.B not turning up like agreed and sometimes signed in and then left the building, why they not coming?"

Next Board Meeting: 8TH JANUARY 2020 6PM – BOARD ROOM.

MEETING CLOSED 7:45PM

Action Table

Action No	Action Required	Responsible Person	Target Date	Completed
1	Signature line needed on minutes for October	Secretary – Ann Webb	Oct 19	Yes Nov 19
2	Report hole in Dovecotes roof to MG	Chief Officer – Amie Merry	Oct 19	Yes Nov 19
3	Comments from board concerning new allocations policy to be forwarded to Henry	Chief Officer – Amie Merry	25th October 2019	Yes Oct 19
4	Review of Code of Conduct for Board members	Chief Officer – Amie Merry	1st November 2019	Yes Nov 19
5	Circulate date for MMA Document Review	Chief Officer – Amie Merry	18 th October 2019	No Jan 20
6	Health and Safety Subcommittee Meeting to discuss fatal fire	Chief Officer – Amie Merry	1 st November 2019	No Jan 20
7	Arrange cheque for donation in memory of former board member	Chief Officer – Amie Merry	18th October 2019	Yes Oct 19
8	SR to speak to head of Waste Services CWC re; fly tipping	Sue Roberts	Jan 2020	
9	When is lighting upgrade due? AM to chase with MG	Amie Merry	Jan 2020	
10	Check Bank Sort Code is correct in MMA	Amie Merry	Nov 19	Yes – All is Correct