

Dovecotes Tenant Management Organisation Board Minutes

Date: Tuesday 4 February 2024

In Attendance

Chair,

vice chair, treasurer, vice treasurer, secretary, vice secretary, board members, City of Wolverhampton Council officers, note taker

Meeting Overview

- Time: 17:00 – 19:00
- Facilitators: Chair, Chief Officer
- Attendees: Board members and staff, with some arriving late and others sending apologies.

Key Updates & Decisions

Chairperson & Executive Updates

- A new Chief Officer began in December.
- A Board skills audit was initiated.
- Financial data for Q3 was reviewed; training and access to accounting systems approved.
- Registration for Companies House PROOF system was unanimously approved.
- Two new directors were registered.
- Chief Officer now has online banking access.

Chief Officer Report

- Attended best practice meetings with the local council.
- Lease discussions underway for full building use, including solar panels and storage.
- Plans to digitise operations and review outdated practices.
- Staff handbook and contracts to be reviewed post-2026 re-ballot.
- Pension enrolment issues being resolved with the council.

Matters for Discussion

- Complaints Policy: Updated to align with regulatory standards; unanimously approved.
- Household Support Fund: £6,500 spent helping 25 tenants; more demand expected.

- Delivery Plan: Steering groups formed for finance, governance, community, and service.
 - Website: Awaiting updates; expected live by end of February.
 - Tenant Engagement: Scrutiny panel meetings planned.
 - Reballot 2026: Preparations underway.
 - Training: Chief Officer to pursue Level 5 qualification in social housing.
 - Bookkeeping: New bookkeeper approved for cost-efficiency and improved financial tracking.
 - Newsletter: Winter edition in progress.
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Health & Safety

- Cameras at The Haymarket are down due to cable damage; solutions being explored.
 - DBS checks for all board and staff members initiated.
 - Food safety training required for resuming community food events.
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Delivery Plan Steering Panels

- Community and service panels launched or scheduled.
 - Finance and governance panels restructured for better monitoring.
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Community Engagement & Trips

- 2025 calendar approved.
 - Residents to vote on 10 proposed trip destinations via newsletter and QR code approved.
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Any Other Business

- Concerns raised about lack of capital works in the area compared to nearby estates.
 - Request for guidance on accessing funding for property upgrades.
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Meeting Closed

- Time: 6:34 PM