

Dovecotes Tenant Management Organisation Board Minutes

Date: Tuesday 11 March 2025, at 86 Ryefield, Dovecotes:

In Attendance

Chair,

Chief officer, vice chair, treasurer, vice treasurer, vice secretary, board members, City of Wolverhampton Council officers, ward councillors, note taker

Meeting Overview

- **Time:** 17:00 – 19:00
- **Facilitators:** Chair. Chief officer
- **Attendees:** Board members, councillors, and staff
- **Apologies:** Several members and councillors

Key Updates & Decisions

Governance & Administration

- Previous minutes approved.
- Board members reminded to complete skills audit forms.
- Companies House PROOF registration completed.
- New bookkeeper started on 3 March.
- Awaiting updates on pension guarantor and complaints policy amendments.

Finance

- Treasurer presented financial reports including profit/loss and liabilities.
- Awaiting invoices from Wolverhampton Homes.
- Bank access and Sage training approved for financial oversight.

Correspondence

- TPAS survey follow-ups included updates to tenant records and repair requests.

Matters for Discussion

Complaints & Compliments

- Multiple complaints received via social media regarding litter and cleaning.
- One complaint about parking redirected to the council.
- Proposal for multi-agency approach to estate cleanliness.
- Numerous compliments received across platforms for repairs and staff performance.

Household Support Fund

- £3,000 remaining from £25,000 allocation.
- 61 tenants supported, prioritising those not previously helped.

Secure Tenancy Agreement

- Under review with council and managing agents.
- Will be assessed by tenant panel before council scrutiny and adoption.

Awaab's Law

- Government changes discussed; implementation begins October 2025.
- Internal policy development underway with partners.

Building Lease

- No progress; escalation planned if no response by mid-March.

Health & Safety

- CCTV upgrade approved (£2,996.20 excl. VAT) to maintain coverage.
- DBS checks in progress for staff and board members.

Steering Groups

- **Community Panel:** Planning events, engagement, and tenant support.
- **Service Panel:** Estate improvements, community facilities, and welfare support.
- **Finance Panel:** Budget planning and financial review.
- **Governance Panel:** Policy updates, website review, and accreditation planning.

Community Engagement

- **Easter Event:** Scheduled for 17 April with activities and giveaways.
- **Community Trips:** Public vote ongoing; popular destinations include Chester Zoo and Liverpool.

Other Business

- Winter newsletter feedback requested; spring edition in planning.
- Canal project partnership opportunity discussed.
- Conference bookings confirmed.
- Kitemark renewal noted.
- Requests for external lighting and cladding updates raised.

Meeting Closed

- **Time:** 6:19 PM
