

Dovecotes Tenant Management Organisation Board Minutes

Date: Friday 11th October 2024 at 10:30am, at 86 Ryefield, Dovecotes:

In Attendance

Chair,

SHMO, R&MSM, vice chair, treasurer, vice treasurer, secretary, vice secretary, note taker

Meeting Overview

- Chairperson opened the meeting with thanks to those who chaired the recent AGM.
- Apologies received from one member.
- Previous minutes from October 2023 were approved and signed.
- No new declarations of interest or correspondence.

Key Updates & Decisions

Chief Officer Appointment

- A new Chief Officer has been appointed and will start on 2nd December.
- Two references received; one more pending.

Complaints & Compliments

- No complaints reported.
- One compliment received for a staff member.

Website

- Website remains non-functional.
- A notice will be posted on Facebook to inform tenants.

Office Opening Hours

- Final report from TPAS received.
- Board agreed to keep the counter open but will consult the new Chief Officer.

- Staff rota suggested to reduce isolation for front desk staff.

Winter Newsletter

- Newsletter in development for mid-November delivery.
- Will include staff contributions, guidance from repairs staff, and details of the Christmas Santa event.

Board Recruitment

- Two new applications received (one tenant, one owner-occupier).
- Two co-opted spaces available.
- Potential outreach to a former councillor for board membership.

Scrutiny Panel

- One application received following the AGM.

AGM Review

- Clarification sought on whether a vote is required to continue under Right to Manage regulations.
- Suggestion to use a larger venue next year.

Executive Roles

- Roles reaffirmed following AGM:
 - Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary, Assistant Secretary.

Other Business

Health & Safety

- Quote received for additional camera in the Community Room (~£900).
- Decision deferred until building lease is confirmed.
- Installation of other cameras scheduled to begin Monday.

Sub Committees

- No recent meetings.
- Next meeting scheduled for 15th October to plan the Christmas event.

Board Calendar

- Next full board meeting planned for January.
- Secretary to attend contractor meetings in November.

AOB

- New Santa suit has arrived for the Christmas event.

Meeting Closed

- **Time:** 11:50 AM
