

## Dovecotes Tenant Management Organisation Board Minutes

Date: Tuesday 16th April 2024, at 86 Ryefield, Dovecotes:

### In Attendance

Chair,

Chief officer, vice chair, treasurer, vice treasurer, vice secretary, board members, note taker

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### Meeting Overview

- **Chairperson** opened the meeting and welcomed attendees.
  - Apologies were received from two members.
  - Declaration noted regarding a board member's role at a local school.
  - Previous minutes were approved with a correction to a contract term.
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### Key Updates & Decisions

#### Correspondence

- A donation of £250 was unanimously approved for the Dovecotes PTA summer fair.
- Board members will attend the fair to promote the organisation and recruit.
- Auditor engagement confirmed with Sumer Auditors.
- Annual allowance confirmed from the council: £1,280,000.

#### Chief Officer Report

- Q4 KPI performance reviewed; some targets met, others need improvement.
  - Redecoration scheme criteria to be reviewed and updated.
  - Provisional year-end financial report to be presented at the next meeting.
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### Matters for Discussion

- **Complaints/Compliments:** None reported.
- **Deed of Variation:** Received and signed.

- **Household Support Fund:** Possible extension pending government decision.
  - **Foodbank Referrals:** Proposal to stop staff referrals due to misuse; alternatives discussed including frozen meals and community shop memberships.
  - **Website:** Current site deemed insecure; proposal to close and redesign with estimated cost of £4,000–£5,000.
  - **Board Recruitment:** Need for new members highlighted.
  - **Scrutiny Report:** Findings from March panel on complaints procedure to be shared with staff and council.
  - **Office Opening Hours:** Proposal to reduce hours based on visitor data; consultation to be included in next newsletter.
  - **Skills Audit:** New audit to begin; paperwork to be distributed.
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## Health & Safety

- Occupational Therapy assessment requested for a board member.
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## Board Calendar & Events

- **NFTMO Conference:** Scheduled for 28th June; award nominations to be discussed.
  - **Staff Away Day:** Booked for 9th May at Goodyears.
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## Other Business

- iPads being programmed and prepared for collection.
  - Spring newsletter in development; will include updates on food bank policy, Redecoration Scheme, and office hours consultation.
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## Meeting Closed

- **Time:** 6:20 PM
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