

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

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.

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.

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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