

Dovecotes Tenant Management Organisation Board Meeting

Tuesday 20 August 2024

In Attendance

Chair,

vice chair, treasurer, vice treasurer, secretary, vice secretary, Senior Repairs & Maintenance Officer, Senior Housing Manager Officer, members of City of Wolverhampton Council, note taker

Meeting Overview

- A moment of silence was held in memory of a recently deceased councillor.
- Apologies were noted from one member.
- No new declarations of interest.
- Previous minutes from January 2023 were approved and signed.
- No updates or actions from the Chair.

Key Reports & Updates

- **Bank Interest Rates:** The interest rate on a 95-day notice account was reduced from 4.25% to 3.75%. The Board agreed to retain the account.
- **Recruitment:** Job advertisements are ongoing. Interviews are scheduled for mid-September. Sample interview questions have been shared, and a tailored set will be prepared for Board review.
- **Treasurer's Report:** Year-end financials were completed.

Matters Discussed

- **Complaints/Compliments:** Two compliments received; no complaints.
- **Household Support Fund:** Approximately £7,000 spent. Priority given to tenants who haven't previously received support.
- **Website Development:** A meeting was held with the developer. The site is under construction. Discussion included adding an app and content for housing and repairs tabs. Tenant photos were requested (with consent).

- **Annual Report:** Printed and distributed.
 - **Office Hours Review:** Survey responses collected; final report expected in late September.
 - **Board Recruitment:** Merchandise options discussed for tenant engagement. Event planned for September.
 - **Community Trip:** 12 cancellations noted for an upcoming trip. Photos to be taken for promotional use.
 - **AGM Planning:** Scheduled for 10th October. Chairing arrangements discussed. Potential introduction of new Chief Officer. Catering and presentation preparations underway.
 - **Defibrillator & Security:** Additional cameras needed before installation. Quotes to be obtained. Code change requested.
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Other Business

- **Health & Safety:** No issues reported.
- **Sub-Committees:** No updates.
- **Next Meeting:** Scheduled for 18th September.
- **Additional Items:**
 - Christmas meal planned for 19th December.
 - Contract notice to be issued for a staff member.
 - Coffee morning event planned.
 - One member accepted onto a national board.