



Dovecotes Tenant Management Organisation Public Board Meeting Minutes

Date: 23 September 2025

Time: 17:00–19:00

Location: Dovecotes Estate

1. Welcome & Introductions

Meeting opened with welcomes and introductions. Attendance recorded internally.

2. Apologies

Apologies received from two board members and an elected representative.

3. Declarations of Interest

No declarations of interest were made.

4. Previous Minutes

Minutes from June and July 2025 were approved.

5. Matters Arising

Weapons Surrender Point: An application will be made through the appropriate authority for a surrender bin using required evidence and community justification.

Policy Updates: A presentation was given on a key compliance policy linked to upcoming national legislation. The policy was unanimously approved.

Property Issues: Concerns were raised about specific property types requiring refurbishment.

Funding options are being explored with the landlord organisation.

Building Lease: Progress reported regarding transfer of building management responsibilities, with some outstanding issues still under discussion.

6. Chairperson Update

The Chair highlighted recent community engagement activities, upcoming AGM preparations, and plans for accreditation renewals and future organisational reviews.

7. Executive Board Update

A financial overview was provided without publishing figures, confirming that accounts are current, reserves are held appropriately, and the previous year's accounts have been finalised and filed.

8. Correspondence

Complaints: A small number of complaints received; all managed in line with policy.

Compliments: Positive feedback received from residents regarding services and community events.

FOI Request: One Freedom of Information request was processed.

9. Chief Officer Report

Service Disruption: Temporary changes to reception services were discussed and a proposal to adjust counter service hours was approved.

Christmas Shutdown: Annual Christmas closure was agreed, ensuring staff wellbeing while maintaining essential services.

Staffing Arrangements: A review of a contracted role led to the approval of contract adjustments in line with changed responsibilities.

10. Policy Review – Modular Management Agreement

Five policy schedules were presented for review and modernisation. Further updates are scheduled before the next board meeting.

11. Board Calendar & Upcoming Events

- Macmillan Coffee Morning – Community fundraising event planned.
- Annual General Meeting – Details provided regarding notice distribution and event arrangements.
- Christmas Activities – Planning discussions held for winter community events including lights and family activities.

12. Any Other Business

A reminder was issued about newsletter content deadlines and future board meeting dates.

Meeting Closed

The meeting concluded at 19:16.