

EXECUTIVE AND TP MINUTES - MONDAY 19 MARCH 2007

Present: Eamonn Bobey, Margaret Burke, Rita Venn, Pauline Prop, Jeanette Marling, Simon Aslett.

Apologies: Paula Mason

Minutes of meeting on 5/3/07 – approved after some alteration	Action
Matters arising	
<u>Complaints procedure</u> – Exec will chase Jon Bilson for a response.	EB
<u>Heating</u> – no response from Derek Beaumontre heating costs, Exec to chase.	JM PM
<u>Notice boards</u> – PM to give MITIE a key for them to keep. RV would like hers sited by BT offices in Victoria Road.	EB
<u>Signage</u> – no response from Fred Mercer. The Exec will e-mail Linda Stanbridge at Gerald Eve.	
<u>Voids</u> – MB agreed to meet Cathy Caves.	
<u>Walkabouts</u> – Still some confusion about whether these are happening. Good idea for reps to check with EMO first.	SA
<u>Forum surgeries</u> – Name of officer attending to be posted on entrance door to Members Lounge.	
<u>Open House</u> – Exec keen to reinstate, a more informal drop-in, surgery type session would be good. SA said coffee mornings will be starting again. SA to progress.	SA
<u>KLOE</u> – SA to send to all reps for their self-assessment.	SA
<u>Exec meetings</u> - no need for copies of draft minutes to be brought to meetings as Exec already have these.	PM PM PM
<u>Display boards</u> – to be given to TRC.	PM PM
<u>Chairing skills training</u> – will be very soon. PM to provide details.	PM
<u>Fireproof letterbox</u> – PM has details of supplier. We can buy and get MITIE to install.	PM PM
<u>Waterboiler</u> – to be ordered. New water filter is very slow.	
<u>Cleaner</u> – Quality of work needs to improve. RV & PP would like to meet cleaner but need copy of spec first. SA to send.	SA PP
<u>List of phone numbers</u> – needs to go up in reception. Woughton Parish have a directory that provides a useful model.	PM
<u>New cooker & microwave</u> – when are these being delivered?	
<u>Greg has a list of jobs to do at TRC</u> – when is he visiting? (he also should fix the notice board in the cupboard to the wall in the main room).	PM
<u>Opening hours</u> – if person on rota cannot attend then they should notify PP or EB.	Exec
	PP

<p><u>TRC reception area</u> – to be made more welcoming with chairs & coffee table. Notice board legs to be moved to small office. MB asked if notice boards & legs come together or are they ordered separately. PM to respond.</p> <p><u>Storage of leaflets</u> – SA to arrange disposal of old leaflets. Room to be used to store equipment for fetes & fundays.</p> <p><u>Budgets</u> - Exec would like to know minimum reserve level in HRA recommended by DCLG. Also how much have MKC in reserves and why isn't this being spent? SA to raise with Caroline Chandler for inclusion in Forum report in April. SA also said that these issues could be discussed when Finance team come to Exec meetings.</p> <p><u>Visiting new tenants</u> – Exec would like to go on early tenancy counselling visits with EMOs, with new tenants permission. SA to contact Linda Ellen, may be case of local pilot first.</p> <p><u>Complaint received</u> – EB explained that he had received a complaint from a tenant rep who had attended an AGM of a RA chaired by PP. Two specific allegations were made, and these have been investigated by the TP team. SA has written to EB outlining the results of the investigation and suggesting how the matter can be resolved. SA will confirm again with the council officer present at the AGM what his recollection of the meeting was. EB to report back to the complainant, & to take further action if he feels this is appropriate.</p> <p>PP had prepared a statement which she read out to the group. This outlined her position as a volunteer. PP asked for a copy of the complaint. EB refused the request.</p> <p>EB also explained that he had received a complaint from 7 Forum members complaining that the Exec members had not attended the 'get-togethers'. It was pointed out that PP had a poor record of attendance at the main Forum. EB stated that Exec members should set an example to other reps. PP said that she did not intend to attend the get-togethers as she had other commitments, and had not found them to be positive or worthwhile meetings. JM said that she would also be disinclined to attend future get-togethers if petitions were to be raised against non-attenders – a more positive and appropriate course would have been to talk directly to the exec member in question – RV agreed with this approach.</p> <p>Attendance at get-togethers had declined overall & MB suggested this was because the Vanguard sessions in the summer had driven people away.</p> <p>PP said that she had received a letter from the Benefits Agency warning that her volunteering hours had been exceeded – she said she had received a letter from the BA with a copy of a letter bearing the Housing Forum logo with the name of the sender blanked out. The Exec member was asked to provide proof of this letter but declined because she did not have it. All present were very concerned that HF headed paper had allegedly been used without permission and an investigation would have to follow, if proof could be provided.</p>	<p>PM SA</p> <p>SA</p> <p>SA</p> <p>EB</p>
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<p>Consultation update <u>Granby Court</u> – SA said that the drop-in had been positive. There may not be enough interest in a formal RA but some form of representation should be possible. One tenant is particularly keen & would like to set up a community café. Paula leading on this. Sam Samuels is carrying out a survey – the Exec would like to know the results, particularly interest in RA.</p>	PM
<p>Harrogate Conference Charles & Jeanette are the 2 reps going for the week. There <u>may</u> be another place available so a ‘stand by’ should be nominated. Tenant reps should have first refusal. Otherwise JM said Pete Lindop would be interested in going. PM to progress.</p>	PM
<p>Meeting with Irene MB to e-mail to ask if there are particular issues she would like to discuss, & if yes, a suitable date.</p>	MB
<p>Croydon event Jeanette will be going.</p>	
<p>Brighton event JM & SA reported it was useful (but tiring!). There was some paperwork & a DVD at the TRC.</p>	
<p>Systems thinking in TP No more names expected from old Compact group. EB to contact & arrange meeting.</p>	EB
<p>DDA If MB grant providers are not able to help then Forum Grant may be used. PM to investigate if this is possible.</p>	PM
<p>Forward Plan Reviewed & changed. Item added for April about consultation over the new Welcome Pack for tenants.</p>	
<p>Constitution meeting SA circulated timetable of consultation. Light refreshments to be provided at the meeting on 12/4. Meeting to be held at the TRC.</p>	PM
<p>Disciplinary guidance & code of conduct Rita working on this based on some other examples she has. Should be introduced at the same time, as the new Constitution but this may not be possible.</p>	RV
<p>Attendance at Forum Low attendance last week. MB will write to all reps reminding them to attend.</p>	MB

<p>MITIE visit SA reminded Exec the offer to go was open – only Lynn White & JM had booked so far.</p>	
<p>Sam's hours PM to give details to MB so she can structure her time at the TRC.</p>	PM
<p>Shopping PM to discuss with JM items bought & needed for TRC.</p>	PM
<p>Donation to Willen Hospice Exec agreed £25 from Christmas raffle funds to be matched by TP budget.</p>	PM
<p>Next meeting Will be on Monday 2nd April at 10am at the TRC.</p>	