

MKCHF Executive and TP Notes

Monday 22nd January 2007

Present – Eamonn Bobey, Margaret Burke, Rita Venn, Pauline Prop, Jeanette Marling, Simon Aslett and Paula Mason

Apologies – None needed

<p>Minutes of the last meeting – OK, some minor changes</p>	
<p>Matters Arising –</p> <p>Walkabouts – John Bate is meeting with EB to discuss the meeting on Tuesday evening. JB also mentioned Neighbourhood Agreements which were being formed but was unsure of the extent of them. It was not clear whether there was likely to be more than one meeting for this issue. It was also discussed that some EMOs had begun to contact Reps to arrange walkabouts prior to any agreement being made. However some of these were for new staff members to familiarise themselves with their areas. Eaglestone had already had a drive around recently. EB said he was unwilling to take part in any forms of walkabouts until the issue was completely sorted. It was confirmed that the meeting was on Tuesday 23/01/07 at 6.30 for 7pm. Once the matter was sorted RV mentioned that the EMO for Durrans Court/House should be contacted.</p> <p>Finance – MB has emailed Kathy to apologise but hasn't had a response, although Kathy no longer works in housing finance. MB would still like to meet Caroline and Ceri. But she would like to wait until she has read all the necessary paperwork.</p> <p>Noticeboards – PM has been arranging repair and fixing of noticeboards. Beanhill Action Group have been written to regarding the site for their notice board. Although the Parish have one this one would be for use by the local people through the Action Group, the Forum and the Council. Fenny Stratford have requested a notice board. However the</p>	<p>RV</p> <p>MB</p> <p>RV</p>

place they wanted it (outside the Londis shop) may be changing so it would be best to find another place. One could be placed near Durrans Court.

Complaints – Granby Court – Pam had confirmed at Forum that the allocations policy would be thoroughly reviewed and extensive consultation would be carried out with the Forum and other agencies. EB to check minutes to confirm this was recorded properly.

EB

The Exec felt that their complaints were valid and had helped to raise awareness of the issue.

MB had not heard anything regarding her complaint about voids but she had not yet contacted Patsy White. There had been no acknowledgement or rectification. SA has chased Mark Flint, who confirmed he had passed it onto Paul Corby. EB has contacted the EMO for his area (Lisa Watson) regarding visiting a void in Netherfield.

The Exec were still keen for John Bilson to attend an Executive meeting, with Norma Evans. SA to chase a firm date and time.

SA

Regarding the Allocations Policy, MB has a copy which she will supply to the TRC. It was also noted that it was not a policy but a report by Fred Hottinger.

Repairs – JBobey spoke to MITIE at the Forum regarding workers who are not doing what they should be. MITIE are aware of this.

Voids Flowcharts – are still in offices and being updated regularly. Reps are urged to attend to have a look at them.

Policy Development Committee – This meeting was not held on a regular basis, there is only one more meeting scheduled before elections in May and there is no agenda. Issues concerning housing may not be on there. Exec requested the telephone number of the officer responsible – Cheryl Powell. She was the same officer who had attended the Sheltered Housing Forum. (*pnn – 01908 254704*)

Computers – The TRC computers are networked as much as they need to be. Regarding emails, IT can possibly set up some more but the Exec would need to notify what they want. The Exec decided they were happy with what they currently had but it might be something future Executive officers might want to look at.

<p>Meetings and Training Attended or Forthcoming –</p> <p>PEP Finance Training - MB attended this course and said it was a good course. She learned lots of interesting things and would like to do a short feedback to reps at the get-together. PM requested copies of any paperwork to send to other reps. Also the trainer would be willing to attend MK in about 6 months time to go through Housing Finance. PM to arrange nearer the time. MB has email addresses of other attendees and she will be keeping in contact with them.</p> <p>Meetings with Pam – PP had an email with dates of meetings on it. However Pam could not do the 25th so an alternative date was discussed. She was still keen to meet sometime in the same week so she could keep the Exec in the loop on what was going on, however the exec said if anything important was occurring she could send them an email. In any case the Exec felt there would not be enough time to compile an agenda which would enable Pam to look into the issues (this would include the fencing policy). It was agreed to meet, as pre-arranged, on the 8th Feb.</p> <p>Meetings with Irene – Exec still have to discuss minutes of last meeting. There was a general feeling that there was no real outcome to the meeting and all further meetings need to be constructive. MB had some points she wanted to bring up but they need a clear agenda. The Exec will discuss at their meetings before any action is taken.</p> <p>Spring Conference – The Exec will have a stand. Vicki needs to know who will be attending as soon as possible as places are filling up. 5 Tenant reps and 1 tenant had expressed an interest. The noticeboards had been brought to the Resource Centre for the Exec to look at producing their own display.</p> <p>Communication Skills – The course was successful with 5 tenants attending. Feedback on the session was positive.</p> <p>Harrogate – The conference has a slightly different format this year, only running from the Tuesday to the Thursday. Exec to think about more reps attending. PM to look at other hotels, especially B&B. The day trip will still run on the Wednesday.</p> <p>South East Conference - in Brighton. If Exec are interested they need to notify PM ASAP.</p> <p>Training – The new training programme could include;</p> <ul style="list-style-type: none"> • Vegetable gardening • Wildlife (possibly by the Parks Trust) • Sign Language (a longer course) 	<p>MB/PM</p> <p>PM MB</p> <p>Exec</p> <p>Exec</p> <p>Exec PM</p> <p>Exec</p>
---	--

<ul style="list-style-type: none"> • First Aid • Food Hygiene • Website training <p>Community Cohesion Event – 31st January, Exec were urged to attend to raise awareness of the MKCHF. It was pointed out that if they weren't known by places such as the REC they could not expect them to bear them in mind when consulting or representing people.</p>	Exec
<p>Resource Centre Issues –</p> <p>DDA and Gerald Eve – There has still been no response to this, PP offered to give MB the email address of Gerald Eve's solicitors. However Jackie Robinson is still waiting to hear from MB and that the matter was becoming urgent. There was a discussion about the floor mat. Andy Locke from MITIE had spoken about a mat which did not need to be recessed. The doorframes still need painting.</p> <p>Leaflets – The complaints leaflets have been at the TRC for about two weeks, the housing waiting list leaflets will be brought down on Tuesday 23rd Jan.</p> <p>Firebox – SA has chased this; MITIE will be contacting him to discuss fixing.</p> <p>Waterboiler – PM to contact Pollards regarding an urn which will be more economical.</p> <p>Toilets – Still need to be checked</p> <p>Ceiling tiles - Some need to be changed as they are water damaged. PM to discuss with Greg when he attends to do other jobs.</p> <p>Recycling at the TRC – MB was concerned that recycling at the Resource Centre was not consistent. There were no notices to show people which bins they could use for recycling and which they could use for normal rubbish. PM had been looking at alternatives.</p> <p>Stationery – PP Said she was preparing a list of stationery and if any was needed could they notify her by Thursday. PM to order some more transfer files.</p> <p>Health and Safety – SA had been through a list of things which PP had identified. There was still some issues to be resolved including some training on dealing with difficult customers and who would respond to a panic alarm.</p>	<p>PP</p> <p>MB</p> <p>PM</p> <p>PM</p> <p>Exec</p> <p>PM</p> <p>PM</p> <p>PM</p>

<p>Dishwasher – The dishwasher was not being used properly so cups were being put away dirty. PM asked that people use it, not handwash and to ensure it was put on when people leave the TRC.</p> <p>Paper for photocopier – PM had been requested to order more but queried where the paper had gone. Two boxes were brought down in November and could not have been used already. Exec asked to look for that first and to confirm whether they needed more.</p> <p>Opening times – SA discussed how the TP team would be willing to assist the Exec to open the TRC to the public on Tuesdays as well as other days, however the exec said they would rather have a tenant rep present to ensure visitors do not feel the centre is part of the Council.</p>	<p>All</p> <p>All</p>
<p>MKCHF –</p> <p>Constitution and code of conduct– MB requested another copy of this prior to discussion.</p> <p>Rent Setting Information – Geoff Woolmore will get a copy from the Resource Centre.</p> <p>Action Points – Need to be put on the agenda of the forum as a separate item, no.5</p> <p>Equality and Diversity training – PM to send out list of available training to Tenant reps who are interested.</p> <p>AGM – The date will need to be changed to fit in with Harrogate. The date will be 28th Jun. PM to check availability of the Chamber.</p> <p>Forward Plan – was distributed.</p> <p>MKCHF Grant Panel – the next meeting is being held on 14th Feb @ 10.30am. There was still some conflict over meeting times however it was agreed that not everyone could be accommodated. There was still a need for more evening meetings generally. PM to advise Exec who was on the grant panel. There was a suggestion that the Panel could meet on the night of the Forum at 6pm. The under spend of the Grant panel was currently running at approx £20,000 which could be spent on something else. The full £80,000 had been allocated for next financial year this could not be guaranteed for the future. There was a suggestion for security entry cameras at sheltered scheme doors, where people could see who was there on a screen. This was currently being trialled at Kilkenny House. Sandra Rankin is</p>	<p>SA</p> <p>PM</p> <p>PM</p> <p>PM</p>

<p>leading on this.</p> <p>Networking – EB has contacted Northampton who are going to ring back to confirm details of a visit.</p>	
<p>Consultation Update –</p> <p>MKC Housing Event – A consultation will be set up to work on this years Housing Event.</p>	
<p>Any Other Business –</p> <p>Granby Court – The Chair and the vice-chair of the Forum held an open drop-in and had approx 10-11 residents attend. Some people also rang to discuss issues. They will be attaching a short report to the February Forum agenda.</p> <p>Decent Homes (Apollo) – There was a discussion regarding the set-up of Apollo. They are a management Company who employ sub-contractors to carry out works. It was a competitive tender and they won the tender based on quality and cost. There were advantages to the set-up by Apollo not having to pay other admin costs.</p> <p>Denbigh Repairs Centre – EB has been asked by Matt Bishop if he would like to attend a introduction day. Although EB wasn't able to attend a full day he would be willing to go for a couple of hours in the near future.</p> <p>Sheltered Housing Forum – MB has had a copy of the minutes. She will compare them to see that both sides were reflected. She will contact Helen Butler and Sandra Rankin to discuss.</p> <p>Right to buy leaflet – Has been sent out to sheltered schemes which are not eligible. PM to email Vicki to notify her of this and to find out how often tenants should be notified. Also to see if there other ways of sending out or if it needs to be separate.</p> <p>Credit Union – The discussion had been that the Resource Centre becomes a collecting point for this; however the exec were not keen due to the implications of being seen to have cash on the premises. It was decided that the Credit Union should contact them to discuss.</p> <p>Change of meeting name – This meeting should become the Exec and TP meeting and the other meetings should be Exec only meetings.</p> <p>Residents Association Support Grants – Eaglestone RA, all agreed £420.50. Fenny Stratford, all agreed £300 upon receipt of bank account</p>	<p>EB+MB</p> <p>EB</p> <p>MB</p> <p>PM</p>

<p>details. Leon Residents Association it was decided to defer this application till the next meeting. Issues which were highlighted was the number of tenants they had (43) and the amount they could receive (£312).</p> <p>The Exec were reminded that the grant guidelines had been agreed by Tenant Reps and that they should be applied consistently to all Residents Associations.</p> <p>ARCH - Broxtowe City Council have asked Janette Bobey if she would attend a conference in March. EB was disappointed that they had previously been led to believe we were members of ARCH by a former member of staff and he (EB) had put an article in the newsletter to this end. He would bring the matter up at the Forum.</p>	EB
<p>Date and time of next meeting –</p> <p>Monday 5th February 2007 at 10am at the Tenants Resource Centre</p>	