

# BEDMINSTER TMO



## **PLEASE NOTE DATE CHANGE**

### **Monthly Board Meeting**

**10am on Thursday 25<sup>th</sup> AUGUST 2011**

**YEAMANS HOUSE COMMUNITY ROOM, REDCLIFFE**

### **AGENDA**

- 1) Previous Minutes & Matters Arising**
- 2) Document Review**
- 3) Work Programme**
- 4) Financial Management & Finance sub-group update**
- 5) Communication & Consultation**
- 6) Company membership update**
- 7) Training**
- 8) Assessment**
- 9) Business Planning & BP sub-group update**
- 10) Landlord negotiations**
- 11) AOB & next meeting**

## **BEDMINSTER TMO - Monthly Board Meeting**

Wednesday 13<sup>th</sup> July 2011

### **MINUTES**

#### **Attending:**

Gilbert Webster, Paul Rundle, Martin Owen (BCC), Marina Davis, Dave Newman, Mark Woodland, David Smith, Gwyneth Brain (minute taker), Mark Hibbard (OC)

#### **Apologies:**

Angela Price, Mike Brittain, Irene Mays.

#### **1 Previous Minutes & Matters Arising**

Minutes from last meeting agreed as a true record.

#### **2 Document Review**

Draft Offer document discussed & ratified. A general discussion was had regarding its need to be both simple and complicated! Board Members to start collecting AOB photos.

GW circulated a revised Succession Strategy. Document discussed & ratified as Draft.

GW circulated a finalised Code of Governance following amendments based on comments received from various Board Members. Document ratified and adopted.

GW circulated a finalised Data Protection Policy following amendments based on comments received from various Board Members. Document ratified and adopted.

GW circulated a draft HR Policy - GW stated that Caretakers Job Descriptions have been added now that MO has provided them. Document discussed & ratified as Draft.

GW circulated a draft Grievance Procedure - document discussed & ratified as Draft. A general discussion was had regarding the excessive amount of documentation - and that this alienates dyslexic people and those who have trouble with large amounts of documentation.

GW circulated a draft Rules & Disciplinary Procedure. Document discussed & ratified as Draft.

GW/DS to present a draft Environmental Protection Policy at next month's Board meeting.

DS still progressing a Freedom Of Information Policy - to be tabled at next month's meeting.

Revised Communication & Consultation Strategy circulated following the updated AOB number following on from the Council's error in excluding leaseholders. Document discussed and ratified.

Revised Complaints Procedure discussed and ratified.

### **3 Work Programme**

April11-July11 Work Programme circulated & monitored. Progress against funded activities on schedule.

DN recommended that BCC is putting on a fun day in his block as part of Age Week in August and that it would be a good idea to have a Bedminster TMO presence there. This is agreed upon, along with a possible presence at the Methodist church during this week also as part of Age Week. Board Members to progress.

PS updated that the University 'film students' are on-hold to produce a promotional DVD about Bedminster TMO. To be re-visited post Assessment.

#### 4 Financial Management & Finance sub-group update

Finance Sub-Group 'cost-cuts' document recommendations outlined by DS & approved by the Board.

A general discussion was had regarding the inability of the TMO to ensure that every Stage3 Recommendation is met under a 25% funding reduction.

DS presented a monthly Financial Management Report.

DS outlined the impending Petty Cash reconciliation taking place tomorrow. Petty cash limit re-ratified as £100.00.

Separate Post Office account for 10p shareholders open and active.

DS reported that the most recent Financial Healthcheck has been received from Acklands Accountants.

Income and expenditure:

Balance Brought Forward:	£6,197.37
Total Income (Interest):	£0.05
Total Expenditure:	£2,532.97
Balance:	<u>£3,664.45</u>

Petty Cash:

Balance Brought Forward:	£85.03
Cash payments IN:	£100
Total Expenditure:	£150.69
Balance:	<u>£34.34</u>

PR explained how reclaiming VAT might take place, and though possibly complicated, it would provide a significant amount of money. It is agreed that this is worth looking into post assessment.

MO requested a breakdown of 'spend against budget' be forwarded to him. DS to action.

TSA Milestone 1 grant money amounting to £9k milestone received last week.

Milestone 2 to be applied for the day after Assessment (20.07.11).

The membership account at the Post Office now contains £31.20 representing 312 members.

## **5 Communication**

A presentation was made to the Council on July 4<sup>th</sup> on Bedminster TMO Business Plan - all parties agreed this was a really useful meeting.

The drop-ins at the Old Surgery are continuing, but attendance is low. It is decided that future surgeries should be held on tower block sites and the areas they're held in should rotate.

GW attended a leaseholder meeting on 27<sup>th</sup> June at Hotwells. They were neutral but curious. He did the same at Littlecross on July 7<sup>th</sup>.

The caretakers at Littlecross are putting up anti-TMO posters. It's agreed that this is his prerogative as they are not factually incorrect.

The Tenant Participation Events, as listed by the TLC, are handed out followed by diary dates.

It is decided to meet up the day before the assessment, at Yeamans House on Monday morning.

GW announces he got an e-mail from Simon. Lesley Iles, the caretaker at Yeamans, has died. All members express their condolences at her death.

Project worker report is handed out and accepted.

Today's General Meeting at Winterstoke House to take place despite a local tenants trip away being arranged for the same day.

Southville Neighbourhood Forum attended by GW and DN.

GW summarised the recent Board Member door-knocking in Clifton Vale & Hillsborough flats.

Recent 'basics' newsletter distributed by Board Members by hand. Concern expressed at black&white nature given funding reduction.

## **6 Company membership update**

Currently 312 paid-up members.

The membership account at the Post Office now contains £31.20 representing 312 members.

## **7 Training/Study Visit**

A list of (23) completed training sessions is handed out. All have been completed except 'Caretaking Session 3' which shall be completed upon passing the Assessment. The procurement session was found to be interesting by those who attended.

Training visit to be cancelled due to funding reduction.

MO undertook to look into an ongoing BCC 'catch-up' training programme.

## **8 Assessment/Recommendations**

14 recommendations list monitored - separate document circulated by GW.

Diaries of what board members have been doing in regards to outreach work should be updated as proof for the Assessor.

## **9 Business Planning Update**

Draft 5 submitted to BCC and the Assessor on 11.07.11.

## **10 Landlord negotiations**

GW thanked MO for the KPI information now received.

MO stated that BCC is looking into a shop/office facility in Redcliffe as the TMO's potential permanent office accommodation solution.

### **11 AOB & Next meeting**

Complaint investigation report has been sent to BCC re DN. Board discussion - decision for DN to remain Vice Chair.

PR is in liaison with a BME tenant from one of the 3 WUF blocks regarding his interest in joining the Board.

**Next Meeting: 10am, Thursday 25<sup>th</sup> August at Yeamans House.**