

# **WOLVERHAMPTON FEDERATION OF TENANTS' ASSOCIATIONS CIC**

**Minutes of the Board Meeting held at 2.00 pm on Tuesday 11<sup>th</sup> June 2019 at Coven Lodge, Spring Valley.**

**Attendance:** Bob Deacon, Ann Guest, Dave Cocker, Andrew Slater, Mr Motawalla, Graham Childs, Marie Lane, Lal Salter.

**1. Apologies:** Margaret Perry, John Pemberton.

**2. Declarations of Interest:** None.

**3. Report back from meetings:**

- Dave said he had attended interviews for WHs Board members.
- Andrew said the Equalities and Diversity Steering Group meeting had been cancelled.
- He said he had attended the Delivery Plan meeting. It was agreed that if members cannot attend then to notify Lal to ensure a sub can attend. Lal said Rob Pattison has resigned from the Board and hence will no longer be a sub for Delivery Plan. Lal to contact Melissa (WCC) to ensure papers delivered in good time. Bob said next meeting is on 5<sup>th</sup> September at 10.30am. Lal to ask Melissa for list of dates.
- Ann said she had attended the Leaseholder Forum that was about fire safety.

**4. Finance:**

May accounts noted. Lal said refreshments were for teas and coffees at meetings for the year. The Budget profile was noted also the Bacs payments. It was agreed that John Pemberton (because of illness) and Stuart Clarke (now deceased) be taken off as signatories and Andrew Slater to be added as signatory.

**5. Risk Register:**

Lal went through the risk register. Andrew to take over responsibilities from John. Articles to be added to web if not already on. Training to be arranged on data protection. Lal to get Rob's name deleted as company director and Margaret and Graham to be added. Lal said she had done induction packs for Margaret and Graham and she will meet with them to go through the packs. Lal to check what information is held on directors on the public register at Companies House. Lal said New Park Village has a key to her office, Andrew said they should have this as might be needed in an emergency. Lal said the PAT testing is due, Ann said to remind NPV and make sure this is done. It was agreed Lal to arrange if necessary.

**6. Progress against Service Plan 2019/20:**

Lal went through the summary which was noted. She said that the contract expires after this year so to negotiate a new contract with WCC in September. It was agreed Andrew, Dave and Mr Motawalla to take this forward. Lal to update the leaflet and to reword the local consultation.

**7. Progress against Business Plan 2019/20:**

Lal went through the summary of the Business Plan which was noted. There was a discussion as to whether both the service plan and business plan are needed. It was agreed to keep both.

**8. Projects:**

Lal referred members to information about projects.

**9. Update on plan to encourage new members:**

Lal went through progress so far it was agreed more work needs to be done.

**10. AOB:**

- Bob asked if we could get more involved in the Jo Cox foundation – Lal to look into.
- It was agreed Lal to have 5 extra days leave as not had a pay rise since started working for the Fed.
- Lal asked if members wanted to do anything to celebrate 100 years of Council housing. Bob suggested doing something for international day at Heath Town but it was said that there wasn't much time. Lal to speak to W'ton Homes to see what they are doing or what information they hold and to contact the archives.