

Blaney *OSD*

Cotterills Farm Housing Management
Co-operative Limited
MINUTES OF COMMITTEE MEETING
WEDNESDAY 14TH DECEMBER 2016
At The Community Hub 21/23 Walker Street Tipton

1. **Apologies:** Edith Fletcher, Glenys Ricketts, Darryl Smith, Les Turner.
Absent: Correna Wenlock
2. **Present:** Olive Dutfield, Trevor Fields (SMBC), Anne Gresswell (TMO Staff), Dean Grice, Kerry Grice, Barbara James, Chris Lee, Stuart Painter (TMO Staff), Claire Sabin, Ian Sabin, Stacey Steventon, Mike Williams .
3. **Declaration of Interest**
None.
4. **Signing of minutes**
Kerry Grice and Edith Fletcher signed the minutes of the 19th October 2016 as a true copy. Kerry Grice and Chris Lee signed the minutes of the Extraordinary meeting on the 9th November 2016 as a true copy.
5. **Matter Arising**
Website: Ian and Stuart have made some progress with this project and have arranged another appointment with our consultant to develop further.
6. **Facing the future**
No items were presented.
7. **Quarter 2 performance report**
Mike presented the report and Stuart responded to questions asked with regard to the arrangements for gas services/repairs. Stuart also explained the delays with fitting new UPVC doors.
The Board was satisfied with the report and all agreed that the new format for presenting performance information was working well.
8. **Office Refurbishment**
On the 16th November 2016, Officers of the Committee together with staff met with Council officers who would be organising the proposed refurbishment. Various questions were answered and more detailed information was provided.
The Committee were asked if they wanted the refurbishment to go ahead and it was unanimously agreed that the work should be done.
A proposed start date of 3rd April 2017 was agreed. Ahead of this date a major clear out of the office will be required and it was agreed that the office should close to the public for 2 days.
9. **Training Weekend**
This is to be discussed with trainer and a committee officer/staff member on Wednesday 11th January 2017 at 5.30pm.
A discussion took place with regard to staff being credited for working over a weekend and it was agreed that the office should closed on Monday 6th February 2017 to

compensate for this.

10. Any other business

DBS Checks: Kerry asked whether members could be DBS checked. Trevor said he would look into it.

Governance meeting:

The following items are under consideration:

- Ballot
- Public Meeting (mid March)
- Estate Walkabout April
- Open day
- New Logo
- Newsletter with dates in February

11. Agenda items for next meeting

- Ballot

12. Date of next meetings

- Meal Wednesday 4th January 2017
- Discuss training (Kerry Williams, Trevor, Les and/or Glenys) Wednesday 11th January 2017
- Committee meeting Wednesday 18th January 2017
- Training Weekend Friday 3rd February 2017 – Sunday 5th February 2017

Meeting ended at 6.30pm