

Tenants & Residents Consortium

Working in partnership with Nottingham Community Housing Association

Meeting Minutes 4th October 2007.

Present:

Joanna Mephram	Acting Chair
Graham Carvell	Treasurer
Elaine Thomas	Committee
Colin Shakh	Committee
Colin Stratton-Baldwin	Committee
Angela Stratton-Baldwin	Committee
Ray Pearson	Committee
Julian Caine	Committee
Lou Butler	NCHA

Apologies:

Nicole Sheppard	Secretary
Roy Mephram	Committee
Jacqui Kissai	NCHA Tenant Participation Officer

1. Minutes of the last meeting

Ray asked if PC Doctor had all the equipment needed for the website. Graham responded that we hire the services of PC Doctor as required and that we have all the hardware needed.

Ray asked whether Senior Management (NCHA) would be attending the TRC meetings. Graham responded that David Richardson – NCHA new Housing Services Director - was attending the website launch and would be invited to the November meeting. Graham also stated that we should be having a meeting with Senior Management approx every 6 months. Peter Cowley Was not attending today's meeting because of the website launch.

Elaine asked about the TRC Business Plan, she wanted to know when it is to be reviewed. Graham stated that the Action Plan is almost complete. He deferred comment about the Business Plan.

Colin SB asked why fundraising for the Silver Surfer-Muskham View, Newark- was mentioned in the minutes when it was not discussed. Joanna stated that it was an idea that Nicole came up with after the meeting and was not sure why it was added to the minutes. Nicole would be the best person to ask.

Ray thought the minutes seemed a bit thin. Heather was not at the last meeting, therefore Nicole took the minutes. Angela thought that Nicole had stated that she wanted to take the minutes. Graham replied that no, that was not the case and heather would take the minutes of the meeting and pass them to Nicole to type and distribute. Point 10 – Graham stated that in order to clarify the situation a comparison needed to be done.

Point 8 – Angela asked what 2 policies are we talking about. She felt it was not clear in the minutes. Joanna stated that this was maybe due to the organization of the website launch and this taking priority. Peter Cowley wanted to bring a policy to this meeting, however due to the launch this was postponed until the November meeting.

Elaine stated that future minutes should be signed off at the next meeting. Ray suggested a Dictaphone. Nobody thought this was a good idea. Angela thought that these minutes did not represent a true account of what was said at the meeting. Lou Stated that it is important to make sure that decisions and agreements are recorded in the minutes. Graham said that we have to bear in mind that we are all amateurs and are still learning and that more training is needed. Elaine said that she can empathize with who does the minutes (from personal experience). Colin S thought that whoever does the minutes should be trained in shorthand. Graham and Lou said that the September minutes should come off the website until amended. Joanna will sort. Elaine asked what does no 7 mean. Graham replied that senior management comes to meetings when invited – with the exception of the Chief Executive or Housing Services Director. Graham also thought that this should extent to Peter Cowley as he does tenant participation and could be beneficial to us.

2. Admin and Secretarial Role

Nicole was prepared to stay on doing the admin for 10 hours per week – 2 days – at a rate of approx £11 per hour.

Colin S bought a quote in from an agency – Ambitions Personnel at a rate of £9.68 for secretarial work. Jules said that a professional secretary could do the job quicker. Graham stated that there was reluctance from NCHA to get involved with the admin work.

Lou asked what the person does – admin. We need to know what the admin role involves in detail.

Graham read out a list of what the admin role involves – made at a previous meeting to discuss this matter.

Ray asked who used to do all the secretarial/admin for the TRC. Graham replied that it was done by a former TRC member and that at the time the TRC did not have its own office.

Jules asked if NCHA provides secretarial services. Graham replied that Heather was doing the minutes at the meeting. Lou has also been a great help to the TRC. Graham went on to say that the TPAS report that the TRC had needs to be discussed with Mike Andrews. Colin SB asked if the admin role needs to be advertised as a job. Joanna informed the group that Nicole had resigned as secretary but would for the short term future like to stay on as a member. Nicole's letter of resignation needs to be amended. She will be asked to do this. Graham stated that there was enough money in the budget to pay for the admin role up until March 2008. Colin felt that NCHA do not want someone to be paid for this.

Colin SB has volunteered to take on the secretarial/admin role on a voluntary basis. Jules has offered to help Colin SB with this. They were asked to leave the room whilst the remaining members discussed their offer. It was agreed to accept this offer. This will be on a trial basis to be reviewed in January 2008. Colin SB and Jules have been asked for feedback at each meeting to how things are going. Colin SB stated that he felt he needed training in minute taking.

3. Induction Pack

This has been deferred until the next meeting. Each member has taken home a copy for them to look at for the next meeting.

4. Any Other Business

4.1 Photocopier

Graham informed the TRC that the photocopier that we have been offered was turned down, due to it being too big for the TRC office. Graham has details of some colour laser printers – which are ideal for printing flyer or high volumes of paperwork. Colin SB and Jules have been given these.

4.2 Silver Surfer – Muskham View, Newark

Jules has spoken to JTS about the system they have. He was informed that this service is to be discontinued. They need £150 for the phone line. Jules proposed that the TRC fund this and up to a years worth of running cost. His proposal was agreed. Jules will speak to the Scheme manager at Muskham View to find out the total cost of this. It was agreed in principle. To be discussed and agreed further at the November meeting.

4.3 TPAS Report.

Colin SB is to chase this up. We have not received anything up to now.

4.4 Funding for Kids Group – Newark Castle Station TRA

Jules asked if the TRC could provide some funding for this. Castle Station TRA wants to provide some activities for the Kids Group for Halloween. We need relevant forms sent in.

4.5 Maintenance Policies – Tim Sheffield

Due to lack of time this has been deferred to the November meeting.

5. Date of the next meeting

The date of the next meeting is Thursday 1st November 2007 at 10am at Camberley Court, Bulwell.

Minutes submitted by:

Approved by: