



DOVECOTES TENANT MANAGEMENT ORGANISATION

FULL BOARD MEETING MINUTES

Location: Board Room, 86 Ryefield, Dovecotes, WV8 1UD
Date: 25th November 2025
Time: 5pm - 6.05pm
Facilitator: Chief Officer

1. Attendance

Board Members Present:

Chairperson	Secretary
Vice Chairperson	Vice Secretary
Treasurer	Board Estate Champion
Vice Treasurer	

In Attendance:

Chief Officer	Neighbourhood Safety Representative
Minutes Officer	Representatives from Partner Tenant Management Organisation
Local Ward Councillor	

Apologies:

None recorded.

2. Governing Board Matters

- Consent was received from all present to audio record the meeting for accuracy.
- The meeting was declared quorate.
- Declarations of interest: None.
- A confidentiality reminder was given and noted by all attendees.

3. Chair's Update

The Chair provided a general operational update and confirmed that any actions taken since the last meeting were in line with governance requirements and ensured continuity of service delivery. (Note: Confidential staffing matters have been excluded from the public record.)

4. Finance Overview

- The Board received a summary update on the organisation's financial position.
- All routine financial obligations were reported as up to date.
- Quarterly financial monitoring remains on schedule.
- Finance Sub-Committee oversight arrangements were confirmed.

(Detailed financial figures and account balances have been removed for public publication.)

5. Correspondence and Information Governance

- No formal complaints were reported since the previous meeting.
- Compliments and positive feedback from residents and service users continue to be received across the year.
- One Freedom of Information request was noted and managed in accordance with policy.

6. Minutes of the Previous Meeting

- The minutes and action log from the previous Full Board Meeting were reviewed and approved as an accurate record.
- All actions were confirmed as completed or appropriately carried forward.

7. Matters Arising

The Board received updates on the following operational matters:

- Environmental improvements and seasonal planting
- Board member training and compliance
- Estate maintenance matters
- Traffic and community safety engagement
- Premises maintenance and facilities improvements
- Partnership discussions with the Local Authority

All items were noted, with relevant actions continuing under officer responsibility.

8. Sub-Committee Updates

Finance Sub-Committee

- Governance arrangements and reporting formats were reviewed and agreed.
- No new actions were raised.

Governance Sub-Committee

- Work programme includes regulatory compliance, policy review, accessibility, and digital governance.

HR Sub-Committee

- To be formally established in the new year.

Tenancy, Repairs and Maintenance Sub-Committee

- To be established and led by senior officers in the new year.

9. Chief Officer Report

The Chief Officer's report was received and noted. Key updates included:

- Governance support and training arrangements
- Progress on website redevelopment and accessibility improvements
- Updates on community facility refurbishment
- Plans for environmental health compliance and operational readiness
- A proposal to extend governance training and support was approved unanimously.

10. Any Other Business

- Newsletter distribution schedule was confirmed.
- Community support sessions were noted.

- Upcoming community events, including seasonal activities, were highlighted and volunteers requested.

11. Actions (Public Summary)

Action Area	Responsibility	Status
Environmental improvements	Officers	Ongoing
Board training completion	Officers	Ongoing
Estate maintenance matters	Officers	Ongoing
Community safety engagement	Officers	Ongoing
Website launch and feedback	Officers	In progress

(Individual names removed for public record.)

12. Meeting Close

The meeting closed at 6.05pm.