



DOVECOTES TENANT MANAGEMENT ORGANISATION

**FULL BOARD MEETING MINUTES – PUBLIC RECORD**

Location: Board Room, 86 Ryefield, Dovecotes, WV8 1UD  
Date: 27 January 2026  
Time: 5pm - 6:35pm  
Facilitator: Chief Officer

## 1. Attendance

Board Members Present  
Chairperson  
Vice Chairperson  
Treasurer  
Vice Treasurer

Secretary  
Vice Secretary  
Board Estate Champion  
Board Tenant Champion

### In Attendance

Chief Officer  
Council officers and partner representatives (advisory capacity)

### Apologies

None recorded

## 2. Governing Board Matters

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

## 3. Chairperson's Update

The Chair provided a general update on governance and organisational oversight. It was confirmed that actions taken since the previous meeting were within delegated authority and supported continuity of service delivery.

## 4. Finance Overview

- The Board received a summary update on the organisation's financial position.
- Financial controls and reserve arrangements were confirmed to be appropriate.
- Quarterly monitoring remains on schedule.
- Finance Sub-Committee arrangements and upcoming budget preparation were noted.

## 5. Correspondence and Information Governance

- No formal complaints were reported since the previous meeting.
- Positive feedback from residents and service users continues to be received.

- One Freedom of Information request was noted and managed in line with policy.

## 6. Minutes of the Previous Meeting

- The minutes from the previous Full Board Meeting were reviewed.
- Approval was given in principle, subject to minor amendments to be confirmed at a subsequent meeting.
- Actions were confirmed as completed or appropriately carried forward.

## 7. Matters Arising

The Board received updates on the following operational areas:

Environmental and seasonal estate works

Estate infrastructure and maintenance concerns

Traffic and community safety engagement

Digital systems and website development

Accreditation, policy compliance and governance arrangements

Community engagement and resident activity

All matters were noted and agreed to continue under officer oversight.

## 8. Sub-Committee Updates

### Finance Sub-Committee

- Quarterly monitoring and governance arrangements remain in place.
- Budget development for the next financial year is progressing.

### Governance Sub-Committee

- Policy review and regulatory compliance programme ongoing.
- Further policies to be circulated for comment ahead of the next meeting.

### HR Sub-Committee

- Committee arrangements confirmed.
- Organisational review work to be progressed.
- Tenancy, Repairs and Maintenance Sub-Committee
- Initial meeting arrangements confirmed.
- Focus to remain on service delivery and estate standards.

## 9. Chief Officer Report

The Chief Officer's report was received and noted.

Key updates included:

- Governance support and training arrangements
- Planned property and facilities improvements
- Website redevelopment and accessibility enhancements
- Pension scheme registration progressing
- Proposed revisions to operational spending limits approved in principle, subject to landlord confirmation

## 10. Any Other Business

- Community engagement activity and forthcoming events were noted.
- Feedback from recent resident initiatives was acknowledged.

### 11. Actions (Public Summary)

Action Area	Responsibility	Status
Environmental and estate improvements	Officers	Ongoing
Website development, accessibility and public feedback	Officers	In progress
Organisational accreditation and compliance arrangements	Officers	Ongoing
Community safety and engagement activity	Officers	Ongoing
Mandatory training access and completion	Officers	In progress
Emergency planning and fire safety arrangements	Officers	In progress
Preparatory work for organisational business plan update	Officers	New

### 12. Meeting Close

The meeting closed at 6.35pm