

The West of England Friends Housing Society
Minutes of the Board Meeting held at Avenue House on Tuesday 23rd July 2019 at 6:45pm

Present: *Board Members:* Michael Tuckwell (Chairperson)
Neil Allan, Christopher Denman, Jo Gray, Janet Lynch, Melanie Mackintosh, Jerry Oliver, Chris Szpojnarowicz

Avenue House: Caroline Cooper, Karen Parkin (minutes)
Bishop Fleming: Claire Argrave
Observer: Geralyn Meehan

1. Moment of Silence

In accordance with our Quaker values, a moment of silence was taken prior to the start of the meeting.

2. Apologies and welcome

Tim sends his best wishes from Iowa.

3. Board Membership

A warm welcome was extended to Geralyn Meehan who is observing the meeting with a view to becoming a Board Member. Jerry Oliver declared that there was a professional relationship between a company he is associated with and the organisation Geralyn works for.

4. Agreement of minutes of the meeting held on 28th May 2019

The minutes of the meeting held on 28th May 2019 were agreed as being a true account of the meeting, and were signed off by Michael.

5. Financial Report by Bishop Fleming

The accounts for June 2019 were discussed.

- There is a year to date deficit of around £14k
- The Avenue House vacancies budget is slightly overspent – this is due to the ongoing bathroom renovations. There are 7 bathrooms left to complete.
- Professional fees and agency relief are also both over budget.
- There are deficits on Kirwin and Lansdowne Houses due to a significant overspend on building upkeep – this is due to the necessary works that have been identified and are currently being carried out.
- Budget meeting to be arranged for Sept / Oct – Tim, Michael & Jo to be involved in these discussions. **Action: Claire, Tim, Michael, Jo**
- Jerry raised the point that since December 2016, the Society has spent £12.5k on “ideas” – architect fees, planning applications etc. There is a budget for professional fees but the rest comes out of our reserves. This was noted.

6. Verbal update from Manager

Actions arising from previous meeting:

- *Caroline & Jo to discuss improving staff packages e.g. extra holiday or dental plans for staff who have worked for the Society for a certain length of time – not discussed at this meeting*

- Risk assessment to be drawn up for wall between Lansdowne House & Cotham Park Mansion by Hancock Stone – completed.

Avenue House

- The ground floor corridor and back staircase have both been redecorated. The decorators were excellent.
- There are 7 bathrooms left to renovate.
- It was agreed that the bathroom in the Avenue House guest room be renovated also.
- As the works at Kirwin and Lansdowne Houses have progressed, further repairs required have been identified. We expect this to happen at Avenue House too.
- Sue Tuckwell gave a talk about Quaker Values to the staff – this was enjoyed by all who attended.
- The Gold Standards Framework portfolio was submitted and we had an accreditation visit on 3rd July. A report will now be made and taken to panel – we will find out at the beginning of August if we have got it. If not, we may be given the opportunity to make any necessary changes in order to be accredited.
- Natalie (administrator) is currently 7 months pregnant – a temporary administrator post has been advertised with the Evening Post and Indeed (an online recruitment website).
- Karen Hopper (activities) has been offered an additional 10 hours per week due to the intergenerational work she has been doing with the Tin Drum Nursery. These visits have been a huge success.
- Alison (activities) is currently off sick.
- A night care assistant has been appointed for Tuesday nights.
- We have the following vacancies remaining – full time care assistant & weekend kitchen assistant.
- The lay assessors from Bristol City Council visited on 19th July – it went really well.
- There are currently no vacancies (except for the room kept aside due to bathroom renovations). It was pointed out that a vacancy will show on the accounts until a Residential Care Agreement is signed, even if the room is being used for respite / on a trial basis.
- There are 4 people on the waiting list.
- The Summer Tea was a success - £200 was raised which was used to take the residents to Clevedon for lunch.

Kirwin House & Lansdowne House

- Some tenants are getting fed up with the noise of the stone works now which is understandable, but the stonemasons are nearing the end.
- Extra works were identified for the houses, at an extra cost of £18k. This was authorised.
- The scaffolding has caused some issues with mobility scooters unfortunately, but the scaffolders have done their best to be accommodating.

7. Use of Reserves / Accessible Housing

- An application for planning permission to remove the dividing wall between the lounge and library has been submitted.
- There were mixed reactions from the residents regarding the front extension – this is despite the fact that most residents congregate in the reception area,

where they see more people, as opposed to the lounge or library which mainly remain unused. It was noted that it is important to have quiet rooms for self-reflection which tie into our Quaker values.

- It was agreed that costings for a 3D model to help residents visualise the proposed change in space be sought. **Action: Michael**

8. Board Governance / Update on Board Member Visits.

Month	Board Member	Sections to be assessed
June 2019	Tim	W1
July 2019	Jerry	S6, W4
August 2019	Melanie	R3, E2
September 2019	Neil	E6, W5
October 2019	Michael	E7, C3

Feedback from Board Member audits since last Board Meeting:

- Jo thoroughly enjoyed her visit in May and was very impressed with what she saw.
- A discussion around covert medication was held. At present we have a blanket "no covert medication" policy, however this on occasion may actually go against the best interests of a resident. It was agreed that a covert medication policy be formed, with very stringent guidelines. Melanie to devise & Jerry to look over. **Action: Melanie & Jerry**
- A question around homely remedies was raised – at another home they require a separate consent form to be signed by the GP for each individual resident whereas here we have just one which covers all residents – which is correct? It was agreed that our procedures have been strengthened recently and the last CQC inspector was happy with them.

9. Business Risk Register.

- The Board agreed they were all happy with the Business Risk Register. It has been sent to Bristol City Council as requested – no comment has been received from them.
- Jerry raised a question around procedures in place in the event of a partial significant fire in Kirwin or Lansdowne House. Currently no fire drills are held in these houses and we do not have personal evacuation plans in place for tenants. It was agreed that this be looked at further – Caroline, Jerry & Chris to discuss. **Action: Caroline, Jerry & Christopher D**
- It was noted that an eye be kept on staffing with a potential no deal Brexit occurring.

10.A.O.B

- A tenant has requested that a toilet be installed in the Kirwin House laundry for use when doing laundry or in the garden – it was agreed that this is not a priority at present.
- Jo suggested setting up a resident choir – this would need some kind of musical director (either volunteer or paid). This could link into the intergenerational work

we are doing and perhaps even lead to a Cotham Gardens Carol Concert. The Board agreed this was a great idea. Jo to think about further. **Action: Jo**

Dates for next meetings

Tuesday 24 th September 2019	6:45pm
Tuesday 19 th November 2019	6:45pm
Tuesday 18 th February 2020	6:45pm
AGM – Wednesday 20 th May 2020	2pm
Tuesday 26 th May 2020	6:45pm

Meeting Closed 8:20pm

Summary of action points:

Action	By whom	By when
Budget meeting to be arranged for Sept / Oct.	Tim, Michael, Jo	September 2019
Caroline & Jo to discuss improving staff packages e.g. extra holiday or dental plans for staff who have worked for the Society for a certain length of time	Caroline, Jo	Next meeting
Instruct C White to renovate Avenue House guest room bathroom as convenient	Caroline	August 2019
Costings for a 3D model of the planned extension to be sought	Michael	Next meeting
Covert Medication Policy to be devised	Melanie, Jerry	Next meeting
Fire procedures for Kirwin & Lansdowne House to be looked at & strengthened	Caroline, Jerry, Christopher Denman	Next Meeting
Further thought be given to setting up a resident choir	Jo	Next meeting