

The West of England Friends Housing Society
Minutes of the Board Meeting Scheduled for Tuesday 26th May 2020

N.B. These minutes are a set of decisions taken over the course of a couple of weeks in May 2020 during the Board's weekly COVID-19 meetings held by ZOOM

Present: *Board Members:* Tim Wye (Chairperson)
Neil Allan, Christopher Denman, Jo Gray, Janet Lynch, Melanie Mackintosh, Jerry Oliver, Chris Szpojnarowicz, Michael Tuckwell
Avenue House: Caroline Cooper, Karen Parkin (minutes)
Bishop Fleming: Caitlin Murphy

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

Geralyn Meehan sent her apologies.

3. Agreement of minutes of the meeting held on 3rd March 2020

The minutes of the meeting held on 3rd March 2020 were agreed as being a true account of the meeting, and were signed off by the Chair.

4. Building Plans update

- Response following the pre-application has been received:
 - The extension would not be able to come out quite as far as imagined – the altered plans were looked at and agreed.
 - Whilst the actual building of the extension would need to be decided in line with finances following COVID-19, it was agreed that the planning process be continued as this is a relatively low cost.

5. Board Membership

- Final decisions about whether to extend Neil and Melanie's terms in office will be taken at AGM on 25th June 2020
- Tim has written to residents re: resident representative vacancy on the Board – one application from June Tilley has been received. A decision on her appointment will be made at the AGM.

6. Financial Report by Bishop Fleming

Actions arising from previous meetings:

- *Chris S to look into bank accounts and interest rates* – Due to the COVID-19 pandemic, all interest rates are low at present. To be looked at again as and when the situation changes.

The April 2020 Management Accounts were discussed and the following points noted:

- There is a year to date surplus of £34.5k against a budgeted surplus of £12.7k

- The overall income is under budget due to having 5 vacancies and not filling them as part of COVID-19 precautions.
- The expenditure is significantly under budget, due mainly to operating repairs not being carried out. It is expected that as soon as the ongoing COVID-19 situation allows, this budget will be spent.
- Agency use is over budget – this is due to having 2 cleaners come twice a week to clean Lansdowne and Kirwin houses
- The year-end accounts have been finalised and will be sent out shortly
- No financial concerns
- It was agreed that the 10% COVID-19 staff uplift be extended for June and July.

7. Auditor quotes

- It had been intended to appoint Godfrey Wilson auditors at the AGM on 25th June 2020 – they have now withdrawn their offer as a relation of a Board Member works for them.
- It was agreed that given the current situation with COVID- 19, it would not be the right time to spend time getting further quotes.
- To re-appoint Haines Watts at the AGM

8. Verbal update from Manager

- All is well in all 3 houses – no staff or resident / tenant issues
- COVID-19 testing has been completed on all staff and residents. All have come back negative except for 6 residents whose results were inconclusive and require re-testing.
- Temperature checks are carried out on all staff at the beginning of each shift
- We are waiting for antibody testing to be rolled out
- There has been one expected death in Lansdowne House. This flat has not yet been cleared and will need deep cleaning and redecorating before it can be re-let.

9. Update on Business Plan

No change.

10. Staff Benefits

- An extra day annual leave for all those staff members with 5 or more years of service has been awarded
- Costing for access to Dental / Eye screening on hold at present due to ongoing COVID-19 pandemic
- 10% COVID-19 uplift for April and May was very much appreciated by all staff – it has been agreed to extend this for a further 2 months.
- Salary Advance Policy agreed

11. Business Risk Register

Actions arising from previous meetings:

- *Caroline to chase report following fire risk assessments of roof spaces – now received, Risk Assessment to be circulated*
- *COVID-19 response being managed with weekly Board ZOOM meetings – this continues to be managed in the same way*

- A question was raised about the potential for staff from overseas to feel unwelcome following Pritti Patel's proposed post Brexit immigration rules – Tim & Caroline to discuss

12. Board Governance / update on Board Member visits

- Due to COVID-19 pandemic, Regulations 17 visits are currently suspended

13. Developing Community Offer

- Carry forward to next meeting

14. Discussion regarding de-registering Kirwin House as Supported Housing

- On hold at present
- Caroline to inform any new tenants of the level of support we offer, making it clear that we are not sheltered housing
- Carry forward to next meeting

15. A.O.B.

Actions arising from previous meeting:

- *In house choir to be set up* – Jo has spoken to staff members Jozef and Sean who both play instruments and would be willing to help with this. To continue to pursue this as a choir would be beneficial for resident morale

Dates for next meetings

Note: Subject to change and possibility of more electronic meetings

AGM (via ZOOM) – Thursday 25 th June 2020	2pm
Tuesday 21 st July 2020	6:45pm
Tuesday 22 nd September 2020	6:45pm
Tuesday 24 th November 2020	6:45pm
Tuesday 23 rd February 2021	6:45pm
AGM – Wednesday 19 th May 2021	2pm
Tuesday 25 th May 2021	6:45pm

Summary of action points:

Action	By whom	By when
Continue with planning permission process for extension	Chair	Ongoing
Final decision about extending Melanie and Neil's Board terms to be made	Board	At AGM
Decision on appointing resident representative to be made	Board	At AGM
Re-appoint Haines Watts auditors	Board	At AGM

Arrange deep cleaning and redecoration of Flat 8 Lansdowne	Manager	Once flat is cleared and COVID-19 restrictions allows
Discuss the issue raised about the potential for staff from overseas to feel unwelcome following Pritti Patel's proposed post Brexit immigration rules	Chair & Manager	Next meeting
Developing Community offer to be looked at and proposal put together	Chair	Next meeting
Discussion regarding de-registering Kirwin House as Supported Housing to be held	Chair & Tenant Representative	Next meeting
Pursue setting up an in house choir	Jo Gray	Next meeting