

**The West of England Friends Housing Society**  
**Minutes of the Board Meeting held Tuesday 22<sup>nd</sup> September 2020 at 6:45pm via ZOOM**

**Present:** *Board Members:* Tim Wye (Chairperson)  
Neil Allan, Christopher Denman, Jo Gray, Melanie Mackintosh, GERALYN MEEHAN, Chris Szponjarowicz, Michael Tuckwell  
*Avenue House:* Caroline Cooper, Karen Parkin (minutes)  
*Bishop Fleming:* Steve Stephens

**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**

Apologies received from Jerry Oliver

**3. Agreement of minutes of the meeting held on 23<sup>rd</sup> July 2020**

The minutes of the meeting held on 23<sup>rd</sup> July 2020 were agreed as being a true account of the meeting and were signed off by the Chair.

**4. Board Membership**

*Actions arising from previous meeting:*

- *Appoint Resident Representative* – 2 nominations have been received. An election is being held on Friday 25<sup>th</sup> September **ACTION**

**5. Financial Report by Bishop Fleming**

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

- There is a year to date surplus of £43.3k against a budgeted surplus of £31k
- Income for Avenue House is under budget by £24.1k, however expenditure is also £25k under budget
- PPE expenditure is high and was not planned for in the budget. This is due to start being paid for by the Government
- We may have to repay some of the Infection Control Grant received, as the garden house claim is in dispute
- The accounts are still looking healthy
- Budget for next year due to be looked at soon **ACTION**

**6. Review Reserves Policy**

Current policy is to keep 12 months operating costs as reserves – it was agreed to keep this given the current COVID situation and review in 6 months. **ACTION**

**7. Verbal update from Manager**

*Actions arising from previous meeting:*

- *'Requirements' document to be drafted for contractors working on site* – in place

- *Electrical wiring & boiler checks to be carried out in Lansdowne House – Completed last week*
- *Chase Infection Control Grant application response – being followed up by Tim*
- *Continue to chase Public Health England for supply of COVID-19 test kits – all arriving ok at present*

### Avenue House

- 25 residents at present
- 1 new arrival coming from the community tomorrow. Local Authority funded. Has received a negative COVID-19 test result however will still be required to isolate on arrival. To be retested in a week's time
- 1 room has been reserved for a lady currently in rehab in Birmingham. Privately funded. To arrive in 6 weeks
- A banner advertising vacancies has arrived and will be put up soon
- 1 new care assistant has started work, another is due to start next week. This should enable us to discontinue agency usage (a decision based on risk, not cost)
- Testing – results a little slow in coming back but no other issues
- Training continues through our distance learning provider, RedCrier. Equal Opportunities training is to be held via zoom on 21<sup>st</sup> October by Daksha Patel from Janjer.

### Garden House

- Electrics are currently being installed
- Furniture has been purchased
- Ramp to be finished
- Call point to be installed
- Residents are being asked for a name suggestion for it on Friday
- Access / logistic decisions to be made
- Visitors will be given the option of a garden house or garden visit, but we cannot offer 2 visits simultaneously due to staff restrictions

### **8. Conservatory Plans update**

- Still in planning

### **9. Wifi Work Update**

- This has been improved to reach all rooms and the residents are noticing an improvement. This is an interim measure until we have the option for fibre in the area

### **10. Staff Benefits / COVID bonus**

- It was agreed to keep the 10% staff bonus going until the end of the year

### **11. Care Home Visitors Guidance Review**

*Actions arising from previous meeting:*

- *Investigate use of Rickshaws – Tim has a date to meet with the charity. To report back* **ACTION**
- There has been some change in visiting guidance, including the fact that people should not be left alone when visiting.
- To look more thoroughly through the guidance for the next COVID meeting

- The relative zoom meeting went well and the general consensus was that they wanted to stay conservative re: visits and keep residents safe. Next meeting Tuesday 29<sup>th</sup> September
- Due to the impending 2<sup>nd</sup> wave, and the worrying fact that some care homes in Bristol are getting COVID, it was agreed that there will be no change in our visiting policy
- Some residents do not get any visitors at all – to ask for volunteers to carry out some visits **ACTION**
- Look at restarting weekend visits **ACTION**

## 12. Incident reporting

- There has been one accident this month involving a resident falling out of bed. It was confirmed that Cot Sides would not be considered as these are unsafe and a DoLS issue.
- No other incidents

## 13. Business Risk Register

*Actions arising from previous meeting:*

- Chair to write to staff re: Brexit reassurance – done
- Complete a 'lessons learned during COVID' review – still to be done **ACTION**

## 14. Update on Business Plan

- No update

## 15. Board Governance / update on Board Member visits

*Actions arising from previous meeting:*

- Look into restarting Board Governance inspections – No longer safe to restart visits. To trial carrying out virtual inspections. Karen to draw up a schedule

**ACTION**

## 16. A.O.B.

- The question was asked about whether we have a policy about naming residents in a Board Meeting. We do not name residents in Board Meetings as this is a GDPR issue, but we can name a resident if they die.

**Meeting Closed 8.05pm**

## Dates for next meetings

### Note: Subject to change and possibility of more electronic meetings

Tuesday 24 <sup>th</sup> November 2020	6:45pm
Tuesday 23 <sup>rd</sup> February 2021	6:45pm
AGM – Wednesday 19 <sup>th</sup> May 2021	2pm
Tuesday 25 <sup>th</sup> May 2021	6:45pm

## Summary of action points:

Action	By whom	By when
Resident Representative election to be held	Manager	Friday 25 <sup>th</sup> September 2020
Start looking at budget for next year	Chair / Manager / Bishop Fleming	Next meeting

Review Reserves Policy	Board	March 2021
Tim to report back on meeting with Rickshaw charity	Chair	Next meeting
Ask for volunteers for visits	Chair	ongoing
Look at restarting weekend visits	Chair / Manager	ongoing
Complete a 'Lessons Learned' review, logging what the government advised and when, along with how we responded.	Chair / Manager / Geralyn	Next meeting
Draw up schedule for virtual Board Governance inspections	Karen	Next meeting