

**Voice4tenants
Executive Committee Meeting**

**Thursday, 15th January, 2009
Ty Cennydd, Caerphilly**

Attendance Record:

Roger Dafydd (Chair)	Attended	
Stephen Wildblood	Attended	
Ann Pethers	Attended	
Idris Pethers	Attended	
Bill Wall	Attended	
Ed White	Attended	
Beryl Oliver		Apologies
Betty Bishop	Attended	
Christina Chidlow	Attended	
Eric Bayley	Attended	
Dean Walker (Observer)	Attended	
Andrew Davies (Observer)	Attended	

United Welsh:

Wendy Doel	Attended (minutes)
Vicki Miller	Attended (part of meeting)
Tony Whittaker	Presentation
Paula Kennedy	Presentation
Gareth Hexter	Presentation

Item		Action
1.	APOLOGIES	
1.1	Apologies were received from Beryl Oliver.	
2.	MINUTES OF PREVIOUS MEETING	
2.1	4.8 – Vicki has spoken to all H/O's regarding Tenant Participation. H/O's are meeting with tenants who are interested.	
2.2	9 – Letter from John Drysdale – Roger has had a meeting with John regarding anomalies in the constitution. Recommended to amend the constitution. Draft of changes has been done. Quarate for AGM and other meetings is the main issue. There is an extra page to go in the constitution explaining that all tenants are members for V4T. It is also suggested that service providers be advisors to the executive committee. John and Roger are to fix a date for the next meeting.	RD
2.3		

	12.6 – Some emails that have been sent to Vicki have not been received. It is believed that this could possibly do with the filter system. IT are looking into and Vicki will chase.	VM
3.	Matters Arising No matters discussed	
4.	Committee Business Already discussed	
5	Malcolm Marshall TP in supported Housing	
5.1	28 th January, Roger, Eric and Malcolm are going to a meeting to discuss tenant participation with managing agents. Vicki and Malcolm are meeting Monday to look at tenant compacts and discuss TP with managing agents. They are also pushing to have supported housing directly involved.	MM RD EB
6	Vicki Miller updates	
6.1	There is no where at the moment where people can go to get information regarding V4T and tenant participation. Vicki has created leaflets (and handed out) giving info on V4T and is hoping to put them in sign up packs. Information was also provided about the trailer which has been purchased which can be used to take to sites where there are no community facilities.	
6.2	TPS needs to be made more user friendly. Greg England is looking into re-vamping. Draft will be brought to next meeting. It needs to be highlighted more when we are asking tenants for views and opinions (in link up etc) Feedback on the AGM - Display area was not big enough. It was hard to hear the speaker with the noise. If the same venue is to be used plans will be put into place to rectify this. Possibly have the AGM held in another part of the building. Felt as if they were pushed to one side. Eric Bailey and Ed White is interested in going to the meetings regarding the AGM, so there is more communication regarding the lead up to it. Promotional materials need to start being thought of. There is a problem with V4T publicity boards because United Welsh also use them. Information that is out of date needs to be archived.	EB EW V4T

6.3	<p>A system needs to be put in place so V4T have the same access / benefits to supplier as United Welsh.</p> <p>Training has been arranged with TPAS for the H/O's to develop their TP skills. Vicki to provide feedback on the training.</p>	VM						
6.4	<p>TP strategy monitoring group has been set up. Next meeting is 3rd February. All members from V4T are welcome to attend.</p>	VM						
6.5	<p>“Homes for You” in the Vale, United Welsh is thinking about joining. Vicki will arrange to discuss this with the representatives from Dinas Powys to get feedback on this.</p>							
6.6	<p>A link to Home Swapper is to go on our internet page.</p>							
6.7	<p>Idris explained to Vicki that once a month Michelle Smith used to walk around the estate to do estate inspections. The inspections were publicised so that tenants could join her if they wanted to. Vicki will bring this up with the new H/O and.</p>							
6.8	<p>Carmarthen council have already got a tenant inspection group set up, so Eric has arranged a meeting to take place so they can get advice and help. Meeting is 23rd January 11:00am</p>	V4T						
6.9	<p>Reminder from Roger regarding the questionnaires that Jan sent out. If they have not been filled in, please can they be a.s.a.p.</p>							
7	<p>ASB Update - (Vicki has asked the ASB team if they could provide something for the minutes.)</p> <p>Since April 2008 when the new ASB system started there have been 246 recorded cases.</p> <p>Currently there are 47 open cases split into 3 housing areas.</p> <table border="1" data-bbox="336 1552 831 1664"> <tr> <td>Caerphilly</td> <td>25</td> </tr> <tr> <td>Blaenau Gwent</td> <td>9</td> </tr> <tr> <td>Cardiff</td> <td>13</td> </tr> </table> <p>There are no current legal updates.</p>	Caerphilly	25	Blaenau Gwent	9	Cardiff	13	
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8	<p>TPAS update</p> <p>(See section 2.2 regarding John Drysdale)</p>	RD						
8.1	<p>The participation awards ceremony are asking for nominations. Roger will print off the list of categories and will pass them to everyone so nominations can take place in</p>							

	February's meeting.	
9	Out of Office Emergency Cover	
9.1	Tuesday 30 th Dec emergency lighting was not working at Cwrt Eglyws Newydd. Emergency OOH was called and an electrician attended. The electrician needed to get into the electric cupboard to rectify the fault, but did not have access. A senior manager was contacted who said that they would not have access to the cupboard for another week. Eric also spoke to the Senior Manager and was told the reason for this is because United Welsh had lost the key. A key safe has now been installed at the site so this will not happen again. The OOH protocol has been changed so that Caerphilly Care Line can contact a Senior manager if there are any problems. Roger is going to write to Tony regarding this issue and ask for an explanation at the next board meeting.	RD
9.2	Over the Christmas period there was no cover at Fitzroy Lodge and the tenants were not informed. Vicki will get some information about this matter.	VM
10	Bank Account Update	
10.1	There are some discrepancies on the budget which will need to be checked. Vicki is going to speak to finance to see if they get the budget sheet processed in a more digestible way. £500 has been transferred into the V4T budget. Now showing in the account is £900, but there is an outstanding cheque of £200 waiting to be cashed.	VM
10.2	Costs and receipts can be given to Ed White and he can issue money.	
10.3	Spends will be recorded separately e.g. phone bills, ink, paper so it is easy to monitor and see what the budget is spent on. Vicki to draft up a form for groups to apply for funding.	VM
11	Chairs Report	
	Nothing to report	
12	Any Other Business	
12.1	Idris mentioned that it is becoming increasingly difficult to get through to Customer Services / Reception. There have been complaints of people getting cut off and long waiting times. Vicki will speak to Cerian and obtain some phone reports.	VM
12.3	Decision was made in December that there is now a vacancy on the executive committee. Proposed and seconded for Andrew Davies to be co-opted and a full member of the exec.	

12.4	There is a tenant in Dinas who is interested in coming to a V4T meeting. Ann will inform her that she can attend Februarys. Discussed changing the layout of the room so the observers can sit separately.	AP
	Next Meeting 12th February	