

The West of England Friends Housing Society
Minutes of the Board Meeting held Tuesday 23rd February 2021 at 6:45pm via ZOOM

Present: *Board Members:* Tim Wye (Chairperson)
Neil Allan, Christopher Denman, Jo Gray, Melanie Mackintosh, GERALYN MEEHAN, Ros Mills, Jerry Oliver, Chris Szponjarowicz, 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

No apologies

3. Agreement of minutes of the meeting held on 24th November 2020

The minutes of the meeting held on 24th November 2020 were agreed as being a true account of the meeting and were signed off by the Chair.

4. Board Membership

- A proposal to extend the term of Neil Allan and Melanie Mackintosh was made, with the view to looking for their replacements in 2022. Please send any objections to Tim privately. To be agreed at the AGM
- Term length of Board Members was clarified. A Board Member is co-opted until their first AGM, at which their first year of a 3 year term commences (unless a member joins very soon after an AGM)

5. Financial Report by Bishop Fleming

- The 2020 year end accounts show a surplus of £14k, subject to audit.
- This is a surplus of £16k less than the management accounts due to an accrual of staff annual leave. Usually annual leave would not be carried over, but an adjustment has been made due to COVID. This will be spread over the next 2 years.
- January 2021 accounts:
 - Deficit is slightly over budget (£5k against a budget of £4.2k) which is mainly due to the current vacancies at Avenue House. We have healthy reserves, so this is not a concern at present. A marketing plan is in place to fill these vacancies.
- The annual Insurance bill was discussed – this should be split proportionately between the 3 houses. To consider for next year's budget whether this should be split based on rooms/flats or based on rents/fees.

ACTION: Budget subgroup

- Board Members to send any feedback on the Management Accounts layout/content to Caitlin please. Possible space for Manager's comments?

ACTION: all members

- It was agreed to keep the Reserves Policy at 12 months.

6. Verbal update from Manager

Actions arising from previous meeting:

- *Gerilyn to circulate Government Winter Plan – COMPLETED*
- Caroline is really proud of all of the staff at Avenue House – they have worked so hard throughout the pandemic and their infection control practices have been superb.
- The Residents' mental wellbeing is starting to be affected now – the ease in lockdown will be very welcome.
- 1 staff member remains furloughed and another has retired.
- Agency cleaners are being used for twice weekly cleaning of Kirwin and Lansdowne communal areas.
- The Society continues to pay for staff taxis (The Infection Control Grant has been spent), at a cost of around £3k per month – Caitlin to check with the tax department that this does not become a 'benefit in kind' from the point of view of HMRC. In the meantime to continue to pay until at least 3 weeks after the second dose of staff vaccines. **ACTION: Caitlin**
- Staff and Residents second dose of the COVID vaccine are due to be administered throughout March.

7. Incident Reporting

- No safeguarding issues
- No facilities / services / maintenance issues
- Accidents: 1 accident resulting in a resident's broken hip. CQC have been notified.

8. Staff Benefits:

Actions arising from previous meeting:

- *Tim to write COVID uplift letter (to end of March 2021) - COMPLETED*
- *Mel to write staff Flu Vaccination letter- COMPLETED*
- A discussion around the current 10% COVID staff bonus and the annual pay uplift was held. It was noted that we are a Real Living Wage Employer. Options discussed:
 - Keep bonus until crisis is over / end of June
 - Increase pay and reduce bonus to 5%
 - Give option to staff to sell back some annual leave

Decision to be made at Board Catch Up on Tuesday 2nd March.

ACTION: all members

- Caroline is liaising with Daksha re: commencing with the staff wellbeing plan

9. Visiting Policy

Actions arising from previous meeting:

- *Tim to rearrange Rickshaw training as appropriate – Tim to contact now Avenue House COVID outbreak is over*

- From 8th March, 1 named visitor per resident will be allowed into the home, wearing full PPE and subject to a negative Lateral Flow Test, in a designated room. Hand holding with their relative will be permitted, but other contact must be avoided.
- It was agreed that these visits be facilitated alongside the current Garden House visits.
- It was also agreed that the visitor be permitted to take their relative into the garden, but for now not leave Avenue House grounds,

10. Business Risk Register

Actions arising from previous meeting:

- Update the 'lessons learned during COVID' review following the recent outbreak: this continues to be updated. To leave on agenda.
- Add heating to register (following the story of a home who lost their registration when their boiler failed during a cold snap and repairs could not be made). Our boiler is serviced annually and we do have a backup boiler, but to check spare parts are readily available.

ACTION: Caroline

11. Update on Business Plan

Actions arising from previous meeting:

- Tim to speak to marketing contact – COMPLETED
- Marketing was discussed and all were happy to spend the required money on it. More enquiries are now coming through.

12. Board Governance / update on Board Member visits

- Jo to carry out January 2021 visit remotely and feedback to Board, and see where we go from there.

ACTION: Jo

Month	Name	Sections to assess
January 2021	Jo Gray	C3, R3
February 2021	Melanie Mackintosh	E3, C1
March 2021	Neil Allan	S2, S5
April 2021	Jerry Oliver	E5, W1
May 2021	Chris Szponjarowicz	E7, W2
June 2021	Tim Wye	S6, E6
July 2021	Geralyn Meehan	S3, E4
August 2021	Michael Tuckwell	S4, W3
September 2021	Jo Gray	S1, E1
October 2021	Neil Allan	R1, W4
November 2021	Jerry Oliver	R2, W5

13. A.O.B.

- Front extension – should we go ahead with this? Our finances could allow us to do this, even with it being a considerable cost of around £250k. To review this cost estimate to make sure there are no extras that would added on / other expenses to consider.

- It was agreed that with the continuing uncertainty of COVID, the timing of the extension is probably not quite right, and residents would need a period of normality before any major building works commence. To carry forward to next meeting.
- Ros to liaise with Caroline in encouraging the residents to speak to Ros as the Resident Representative on the Board.

Meeting Closed 8pm

Dates for next meetings

Note: Subject to change and possibility of more electronic meetings

AGM – Wednesday 19 th May 2021	2pm
Tuesday 25 th May 2021	6:45pm
Tuesday 24 th August 2021	6:45pm
Tuesday 23 rd November 2021	6:45pm
Tuesday 22 nd February 2022	6:45pm
AGM – Wednesday 18 th May 2022	2pm
Tuesday 25 th May 2022	6:45pm

Summary of action points:

Action	By whom	By when
Objections to Neil & Melanie's term extension to be sent to Tim privately	All members	AGM
Insurance bill to be split between 3 houses	Caitlin / Budget subgroup	Next budget
Feedback on Management Accounts to be sent to Caitlin	All members	As appropriate
Speak to tax department regarding staff taxis becoming a 'benefit in kind'	Caitlin	March 2021
Decision about staff uplift / COVID bonus to be made	All members	Tuesday 2 nd March
Contact Rickshaw company	Tim	Next meeting
Leave lessons learned during COVID review on agenda	Karen	Next meeting
Add heating to Business Risk Register	Caroline	Next meeting
Check Boiler has spare parts readily available	Caroline	Next meeting
Feedback on remote Board Governance visit	Jo	Next meeting
Carry front extension forward to next meeting	Karen	Next meeting
Encourage residents to speak to Ros as Resident Representative	Ros / Caroline	Next meeting

