



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Great Yarmouth Tenants Forum

**Date:** Wednesday, 05 August 2015  
**Time:** 17:30  
**Venue:** Council Chamber  
**Address:** Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

## AGENDA

Open to Public and Press

### 1 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

### 2 CODE OF CONDUCT

3 - 3

**3     APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**4     MINUTES**

**4 - 6**

To confirm the minutes of the meeting held on 3 June 2015.

**5     MATTERS ARISING**

To consider any matters arising from the above minutes.

**6     GENERAL DISCUSSIONS**

The Forum is given the opportunity to raise and discuss any issues of concern.

**7     CO-OPTION TO THE FORUM**

Form attached.

**Co Option Form**

**7 - 7**

**8     REPORTS AND UPDATES**

- GYN Liaison Board
- CHB
- Communications Group
- Scrutiny Panel
- General Meetings.

**9     ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

**10    DATE AND TIME OF NEXT MEETING**

To confirm that the next formal meeting of the Forum will take place on Wednesday, 7 October 2015 at 5 pm in the Council Chamber, Town Hall, Great Yarmouth.

## **Code of Conduct**

Members and guests must comply with the Terms of Reference and Code of Conduct at all times

- Members must always be aware of their responsibilities to represent all tenants and leaseholders of the Borough, and to make decisions in an efficient, fair and responsible way.
- Members will provide new members with appropriate support and make them feel welcome at all times.
- Attendees shall treat each other, including forum members, Council Officers and guests of the Forum with respect at all times.
- Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated. The Chairperson has the right to warn a member of their behaviour. If they persist they will be asked to leave the meeting until further notice by the Chair. Within seven days the Chair and the Community Development Manager must arrange a date and time to hold a meeting (which must be held within 28 days of the incident) for them to discuss the incident and to make a decision on what action to take.

**A serious breach of any of the Forum's Code of Conduct may result in a member, following a majority vote, being asked to relinquish their position.**

# Great Yarmouth Tenants Forum

## Minutes

Wednesday, 03 June 2015 at 17:30

### **PRESENT:**

**Mr P Kirkpatrick (in the Chair); Mrs C McDonald, Mrs K Watt, Mrs B Dawkins, Mrs S Taylor, Mr P Burrage, Mr P Nichols, Mrs D Gillet, Mrs A Arger and Mr R Taylor.**

**Ms D Gates (Guest)**

**Mr T Chaplin & Ms H Notcutt (GYBC Officers)**

### **1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest declared at the meeting.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs C Webb.

### **3 MINUTES**

The minutes of the meeting held on 1 April 2015 were confirmed.

### **4 MATTERS ARISING**

The Chairman reported that there were no matters arising.

### **5 STATEMENT FROM THE CHAIRMAN**

The Chairman announced his intention to step down as Chairman and from his membership of the Forum, after serving seven years as Chairman, due to lack of time to devote to Forum matters.

His last meeting, as Chairman, would be the October meeting and he would officially retire at the AGM in December.

Forum members expressed thanks to the Chairman for all his work and dedication to the Forum over the years. The Housing Group Manager extended thanks on behalf of the Borough council for all Peter's hard work and dedication to Community Housing over the last seven years.

## **6 VOID STANDARDS**

The Housing Group Manager presented the draft Voids Standard documents. Comments were received on wording regarding suite locks and door chains, absence of a shower standard in the bathroom section and artex removal. He recommended that the Forum formulate a response which he could then feed back to the Voids Manager. The final document would be circulated at the next meeting.

### **ACTION:**

**All comments to be sent to the Chairman by Friday, 12 June 2015 to enable him to formulate a response to the Housing Group Manager by Friday, 19 June 2015.**

## **7 FORUM OUTREACH SESSIONS**

It was proposed that due to the inability to run the May session, that outreach for early July should be planned again to be held in the Shrublands area. The theme "Are you a Happy Tenant?" was proposed.

Permission had been obtained to hold the session in a local public house function room so a date would need to be confirmed.

### **ACTION:**

**(i) To confirm a meeting date by Friday, 12 June 2015.**

**(ii) The CDM to speak with the Area Housing Manager to obtain permission for publicity materials to be publicised on communal notice boards.**

**(iii) All wording to be sent to Hilary Rickwood - a minimum of 2 weeks prior to the agreed date to ensure leaflet design and printing can be carried out in good time.**

## **8 UPDATES**

- **Tenant Magazine**

RT updated on the progress of the current issue, the next issue would be an annual report special edition.

### **ACTION:**

**PK to send article/letter to HAR for inclusion in the magazine regarding**

**retirement by 20 June 2015 deadline.**

- **Handbook**

Progress has been made by the Communications Group with KW. currently finalising content for copy editing.

- **Fosters Liaison Group**

Enquiry as to wherever the group would continue or not. various questions regarding kitchen/bathroom upgrades prompted a suggestion for Fosters to attend the next Forum to update on their progress to date

**ACTION:**

**Request for Graham Hollingdale and/or Fosters to attend next Forum meeting to provide and update on Fosters work to date.**

## **9 ANY OTHER BUSINESS**

The Community Development Manager reported that the next Scrutiny Panel meeting for the Mutual Exchange exercise is scheduled for 25 June 2015 at 1.30 pm, in the Town Hall.

The meeting ended at: 19:30

## **GYCH Tenant Forum Co-option form**

**Date of nomination:**

**Name of Tenant to be nominated for co-option**

**Print**

**sign**

**Name of Tenant proposer**

**Print**

**sign**

**Name of Tenant seconder**

**Print**

**sign**

<p><b>The nominated tenant will be given the opportunity to speak to the forum regarding their interest in being co-opted.</b></p>
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