



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Great Yarmouth Tenants Forum

**Date:** Wednesday, 01 April 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

Forum members to note the Code of Conduct.

**3     APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**4     MINUTES**

**4 - 6**

To confirm the minutes of the meeting held on 4 February 2015.

**5     MATTERS ARISING**

To consider any matters arising from the above minutes.

**6     FEEDBACK FROM INAUGURAL OUTREACH FORUM MEETING  
IN MARCH**

A discussion will be held.

**7     GENERAL DISCUSSIONS**

An opportunity for Forum members to discuss any issues they might wish to raise.

**8     CO-OPTION ON TO THE TENANT FORUM**

**CO-OPTION FORM**

**7 - 7**

This form must be completed and returned if you wish to be co-opted on to the Tenant Forum.

**9     REPORTS AND UPDATES**

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

**10    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.

**11    EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."



### **Agreed Code of Conduct**

1. Members should speak through the Chairman only.
2. When the Chairman speaks, all other Members are to remain quiet.
3. Abusive language or any other offensive behaviour is not acceptable.
4. Members should not interrupt or talk over each other.
5. All Members should keep to the agenda item in hand and raise other issues in the any other business section of the agenda.

# Great Yarmouth Tenants Forum

## Minutes

Wednesday, 04 February 2015 at 17:30

### PRESENT:

Mr P Kirkpatrick (in the Chair); Mrs C McDonald, Mrs B Dawkins, Mr N Gallant, Mrs D Gillett, Mrs K Watt, Mr R Taylor, Mrs D Molvaer and Mrs S Taylor.

Mr J Watt & Mr D Quinn (Tenant Guests)

Ms H Notcutt, Mr P Bunn, Mr T Chaplin & Mrs C Webb (GYBC Officers)

Councillor P Linden.

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs A Argar, Mr P Burrage, Mr J Jones and Mr P Nicholls.

Forum members were reminded that they should give their apologies to the Chairman or the Member Services Officer and all agenda items should be submitted via the Chairman.

### 2 MINUTES

The minutes of the meeting held on 3 December 2014 were confirmed.

### 3 MATTERS ARISING

(i) Mr Watt reported that he had contacted Motability who had advised him that the request for a towbar to be fitted to a vehicle could only be answered directly to the lessee of the vehicle.

(ii) The Vice-Chairman reported that she had written and submitted an article for the next edition of the Tenant Newsletter.

#### **4 CODE OF CONDUCT**

Forum members noted the Code of Conduct.

#### **5 FORUM BI-MONTHLY OUTREACH MEETINGS**

Forum members discussed the letter which the Chairman had written asking for additional funding for the Forum to carry out the outreach meetings across the Borough.

The Community Development Manager reported that there was provision in the existing Tenant Participation budget for the Forum to hold the bi-monthly outreach meetings. She suggested that the Forum devise a timetable of meetings for the next six events with the proposed outcomes.

The Forum agreed to hold the inaugural meeting at Da'Volls/Conway Communal Room. The Community Development Manager agreed to contact the warden to find out when the communal room would be available.

The Vice-Chairman reported that she did not think it necessary for all Forum members to attend every meeting, as long as there were four or five members at each one.

The Community Development Manager reported that flyers could be designed and printed by our in-house Print Department. The Chairman asked for a list of tenant addresses as he did not want to deliver the flyers to private houses and he proposed to deliver the leaflets only 2-3 days before the meeting.

Councillor Linden suggested that the Forum should use the hook of the proposed balcony upgrades in the Conway Road area to attract tenants to the meeting. The Community Development Manager reported that she would ask the Neighbourhood Liaison Officer to attend the meeting.

The Chairman suggested that a free raffle and refreshments should be offered to help entice tenants to the meeting and asked Forum members to donate a small raffle prize to the cause.

Mr Gallant agreed to take photographs on the day which could be included in future editions of the Tenant's Magazine. The Community Development Manager reminded the Forum that consent forms would have to be completed by the participating tenant.

The Vice-Chairman and Mr Taylor agreed to help the Chairman to deliver the flyers. The Community Development Manager agreed to be the key contact between the Council and the Forum whilst the programme of outreach meetings were being undertaken.

#### **6 CO-OPTION**

##### **Co Option Form**

The Forum noted that no requests for co-option to the Forum had been received.

## 7 REPORTS AND UPDATES

- **GYN Liaison Board.** It was reported that the first Liaison Meeting had been held but it was not possible to give an update until the next Forum meeting.
- **CHB.** It was reported that the majority of the meeting had consisted of budget information. The Community Development Manager reported that there had been interest shown in the Tenant Board member positions but only two candidates remained, Mrs Taylor & Mr Nichols. They were happy to remain on the Board for a further three years but would be prepared to step down if new Tenant Board members were to come forward.
- **Communications Group.** The newsletter had gone to print and would be distributed at the end of February. It would be nice to have more tenants on board.
- **Foster Liaison Group.** It was reported that this no longer existed since the formation of GYN.
- **Scrutiny Panel.** The Community Development Manager reported that only one tenant had attended the last meeting where the subject of mutual exchanges had been discussed. She asked that if any of the existing members no longer wished to remain on the Panel, that they contact her as soon as possible.

## 8 ANY OTHER BUSINESS

(i) A Forum member reported that elderly/vulnerable tenants were not given a comprehensive list of utility and maintenance issues specific to their house when they moved into a new property.

The Housing Group Manager reported that Housing Officers would shortly be taking viewings back and would be in a position to spend more time with individual tenants explaining the workings of their new home.

(ii) Mr Watt gave an update with regard to the roll out of Universal Credit.

(iii) Mr Quinn reported that the stairwells in the flatted areas at Magnolia Green were in urgent need of updating. The Maintenance & Improvement Manager reported that this would be dealt with as part of the roll out of the Neighbourhood Plans.

## 9 DATE AND TIME OF NEXT MEETING

The inaugural outreach meeting of the Tenant Forum will be held on Tuesday, 24 March 2015 at 10:30 am in Da'Volls/Conway Community Room, Gorleston.

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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