



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Great Yarmouth Tenants Forum

**Date:** Wednesday, 03 December 2014

**Time:** 17:30

**Venue:** Supper Room

**Address:** Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

## ANNUAL GENERAL MEETING

### AGENDA

**Open to Public and Press**

#### DECLARATIONS OF INTEREST

You have a PERSONAL INTEREST in a matter being discussed at a meeting IF

- It relates to something on your Register of Interests form; or
- A decision on it would affect you, your family or friends more than other people in your Ward.

You have a PREJUDICIAL INTEREST in a matter being discussed at a meeting IF

- It affects your financial position or that of your family or friends more than other people in your Ward; or
- It concerns a planning or licensing application you or they have submitted
- AND IN EITHER CASE a reasonable member of the public would consider it to be so significant that you could not reach an unbiased decision.

If your interest is only PERSONAL, you must declare it but can still speak and vote. If your interest is PREJUDICIAL, you must leave the room. However, you have the same rights as a member of the public to address the meeting before leaving.

#### **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      4 - 4**

To note the Code of Conduct.

**3      APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**4      MINUTES      5 - 7**

To confirm the minutes of the meeting held on 12 November 2014.

**5      MATTERS ARISING**

To consider any matters arising from the above minutes.

**6      ELECTION OF VICE-CHAIRMAN**

A voting paper is attached at the back of the agenda.

**7      GYN LIAISON BOARD**

Please complete the Expression of Interest form at the back of the agenda.

**8      CO-OPTION**

**Co Option Form**

**8 - 8**

Non-Members are asked to complete the attached form if they wish to be co-opted on to the Forum.

**9      GYCH FORUM STRATEGIC PLAN**

The Forum are asked to suggest an annual priority for 2015.

**10      GYBC VISIONING**

Forum members to consider ideas to contribute to the Vision.

## **11     REPORTS AND UPDATES**

- GYCH Board
- Communications Group
- Foster Liaison Group
- Scrutiny
- General Meetings

## **12     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.

## **13     DATE AND TIME OF NEXT MEETING**

The next meeting of the Forum will be held on Wednesday, 4 February 2015 at 5.30 pm in the Town Hall.

## **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, 12 November 2014 at 17:30

### PRESENT:

Mr P Kirkpatrick (in the Chair); Mrs C McDonald, Mr N Gallant, Mrs B Dawkins, Mr R Taylor, Mrs A Arger, Mr J McGaritty and Mrs S Taylor.

Cllrs Linden & T Wainwright.

Mr C Osinski

Mr G Hollingdale, Mr T Chaplin and Ms H Notcutt (GYBC Officers)

### **1 DECLARATIONS OF INTEREST**

No interests declared.

### **2 CODE OF CONDUCT**

Code of conduct noted.

### **3 APOLOGIES FOR ABSENCE**

Apologies received from Donna Gillet and Peter Burrage.

### **4 MINUTES**

The minutes of the meeting held on 1 October were confirmed.

### **5 MATTERS ARISING**

Peter summarised the 'Improving Financial confidence' initiative, and that the forum had been invited to collaborate on developing ideas to support tenants with financial matters.

ACTION: Simon O'Leary to present information at the December meeting.

## **6 PROGRESS REPORT ON THE JVC**

Graham Hollingdale reported progress on GYN- see attached slides.

A forum member enquired regarding repairs service, and what was being done to improve it. GH reported that an additional 2 staff members are now within the team, to increase capacity in the interim, but that GYN will be working as quickly as possible to utilise new technologies to improve the service (seen as one of the biggest priorities for GYN), however this is likely to take months rather than weeks.

A forum member enquired about premises for GYN. GH assured that, although suitable premises had not yet been secured, they would be based in the borough. GH reported that the liaison board for GYN was being developed, and that there would be 2 spaces available for Tenant Forum members.

ACTION: Expression of interest form to be sent out with meeting paperwork for those interested in applying for a seat. A formal vote will then be held at the December meeting.

## **7 RENT INCREASES**

Trevor Chaplin updated the Forum on historical rent requirements, and also the current situation- see attached slides. GYCH are currently talking to stakeholders, to gain opinions on the appropriate action to take regarding increases, following certain requirements being removed by central government. A vote was taken and the Forum agreed that a 2.7% increase is the favoured option of the Forum.

## **8 COST SAVINGS MEASURES**

Peter Kirkpatrick presented a draft letter to the Forum, addressed to Robert Read, Trevor Wainwright, and Gordon Mitchell. The letter expressed the Forum's position with regard to finances. The letter was agreed.

## **9 CO-OPTION**

### **Co Option Form**

It was noted that no co-option forms had been received.

## **10 REPORTS AND UPDATES**

**GYCH Board:** Nothing to report. 2 Tenant board member seats are still available, and the Deadline is in December.

**Communications group:** New magazine is out and receiving good feedback. Request for more contributions to the magazine. 2015 schedule is being finalised. Suggestions for a letters page.

ACTION: Reg Taylor to take to the group for discussion. Budget breakdown to be discussed next meeting.

**Foster liaison group:** recent meetings have been cancelled. The group is planning to include all contractors.

**Scrutiny:** Mutual exchanges has commenced. Group updated on overview of regulations and criteria that GYCH have to adhere to. Plan of scrutiny activity is being developed. ACTION: Holly Notcutt to email Peter Kirkpatrick and Christine McDonald meeting documents.

**General meetings:** the group reminded members that if they are unable to attend meetings that it is their responsibility to contact the relevant person to gain information of meeting details, and subsequent meeting dates.

## **11 NOMINATION FORM FOR ELECTION OF VICE-CHAIRMAN**

Submissions received at the meeting will be forwarded to Christina Webb, to be added to any nomination forms received prior to the meeting.

## **12 ANY OTHER BUSINESS**

**Energy grants:** Holly Notcutt updated that £10,000 worth of grants are available to tenants who cannot afford to heat their home. Requests need to go DIAL Great Yarmouth.

**GYBC visioning:** Holly updated the group of the work of the council regarding the development of a vision and strategic plan for the long term. Members were asked to consider ideas to contribute to the vision.

ACTION: to be included as and item in the December meeting.

Request for GYCH manager to attend future meetings- was welcomed by members.

## **13 DATE AND TIME OF NEXT MEETING**

Wednesday 3rd December at 5.30pm, 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**

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| <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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