

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of an Informal Meeting of the Board held on  
Monday 12 January 2015 at 6.25pm in  
"The Barn", 2 Chapel Lane, King's Lynn**

**PRESENT:**

Ray Johnson (Chairman)  
Matthew Brown  
Marie Connell  
Tony Hall (Chief Executive)  
Sean Kent (Deputy Chief Executive)  
Ian Pinches  
Jasmine Rigg

**IN ATTENDANCE:**

Colin Davison - Director of Property  
Andrew Edmonds - Head of Property  
Angus MacQueen - Company Secretary

**Note: This meeting was not quorate, as neither Council Board Member was present. All of the decisions agreed at the meeting were, therefore, presented to each Board Member (including those not present) for signature to indicate approval. Each of the decisions listed in these minutes received the required number of Board Member signatures to enable them to be considered as written resolutions, as valid and effective as if they had been passed at a properly called and constituted meeting of the Board (in accordance with Rule D32). The written resolutions have been placed in the Minute Book alongside these minutes.**

**01/15      APOLOGIES**

Apologies for absence were received from Lesley Bambridge, Steve Clark and Colin Sampson.

**02/15      MINUTES**

The minutes of the meeting held on 8 December 2014 were agreed as a correct record.  
[This was confirmed by written resolution.]

**03/15      MATTERS ARISING**

There were no matters arising.

**04/15      DECLARATIONS OF INTEREST**

There were no declarations of interest.

**05/15**            **CHAIRMAN'S UPDATE**

The Chairman said that he had continued to attend his weekly meetings with the Chief Executive.

**06/15**            **CHIEF EXECUTIVE'S UPDATE**

A written update from the Chief Executive had been previously circulated and was noted by the Board. The written update covered the following issues:

- Feedback on this year's Thornage Hall rent increase
- Times Top 100
- Plaxtole House project
- Board training

In relation to the Times Top 100, the Chief Executive said that he was delighted that Freebridge had been informed that it would, for the second year running, be included in the Times Top 100 not-for-profit employers list. The feedback provided by the Times Top 100 process would be used to further improve staff satisfaction levels.

With regard to the Plaxtole House project, the Chief Executive stated that the new agreement was with The Benjamin Foundation for signature. The Benjamin Foundation was in advanced negotiations to take on a National Health Service property in King's Lynn, which would be used to relocate some of the current Plaxtole House residents.

On Board training, the Chief Executive advised that he and the Deputy Chief Executive were investigating some training for the Board on "stress testing". The intention would be to arrange this for late spring/early summer 2015.

**07/15**            **CONSENT FOR DISPOSAL**

Confidential item

**08/15**            **BOARD APPRAISAL AND REVIEW/GOVERNANCE  
IMPROVEMENT ACTION PLAN**

Confidential item

**09/15**            **PROPOSED RULE CHANGES**

The Company Secretary presented a report which set out proposals for the future structure of the Board and suggested a minor Rule change around the process for reviewing the Board's remuneration levels.

The Company Secretary highlighted that it was intended to reduce the number of Board Members from 12 to 10, with two seats reserved for Executives, one seat reserved for a Council nomination and one reserved for a tenant. However, Freebridge's legal advisors were suggesting flexible drafting which

would remove the system of classes of Board Members. There would still be a seat reserved for a tenant, but there could be a maximum of four tenants on the Board. The full drafting would be presented to the next Board meeting for approval.

The meeting noted that there had been discussions with senior officers and members at the Borough Council, and that the Rule changes were to be presented to the Council's Cabinet.

**AGREED:**

- 1) That the drafting of Rule changes to enable a new Board structure, as set out in section 2 of the report, be commissioned.
- 2) That the drafting of the Rule changes listed in section 4 of the report be commissioned.
- 3) That a Special General Meeting be held on Tuesday 17 March 2015 to consider the Rule changes, subject to consultation on the Rule changes with tenants and the funders, and to confirmation of support from the Borough Council.
- 4) That the Rule changes, as drafted, be presented to the Board for approval at its meeting on 9 February 2015.
- 5) That proposals to enhance the Tenant Panel's role and standing of the Tenant Panel in the governance of the Association be presented to the Board by autumn 2015.
- 6) That the Chief Executive works with the Borough Council Chief Executive to draft the terms of reference for a Freebridge/Borough Council liaison group.

[These were confirmed by written resolution.]

**10/15            MYSTERY SHOPPING PAYMENTS TO TENANT PANEL MEMBERS**

The Company Secretary presented a report which advised of payments of shopping vouchers made to two Freebridge Tenant Panel Members for mystery shopping services.

**AGREED:** That the payment of mystery shopping vouchers to the Tenant Panel Members listed in the report be endorsed.

[This was confirmed by written resolution.]

**11/15            APPOINTMENT OF SHAREHOLDERS**

The Company Secretary presented a report which listed applications for tenant shareholding.

**RESOLVED:** That the applications for tenant shareholding set out in Appendix 1 to the report be approved.

**12/15            TENANT PANEL QUARTERLY UPDATE**

The Company Secretary presented a report which provided the quarterly update from the Tenant Panel.

Board members were pleased to note the quality and breadth of the work being undertaken by the Tenant Panel.

The meeting noted the report.

**13/15            URGENT ACTION TAKEN – PROVISION OF A TENANCY TO A CLOSE RELATIVE OF AN EXISTING EMPLOYEE**

The meeting noted a request for urgent action that had been approved, to enable the Association to provide a tenancy to a close relative of an existing employee.

The meeting noted the report.

**14/15            URGENT ACTION TAKEN – PROVISION OF A TENANCY TO INDIVIDUALS WITH A CLOSE CONNECTION TO AN EXISTING EMPLOYEE**

The meeting noted a request for urgent action that had been approved, to enable the Association to provide a tenancy to individuals with a close connection to an existing employee.

The meeting noted the report.

**15/15            WORK UPDATE**

The Company Secretary presented the work update, which included the following:

- Action Sheet
- Future Work Programme of the Board.

The Board noted the update.

**16/15            ANY OTHER BUSINESS**

- **Hillington Square Project**

Board members expressed their thanks to the Director of Property and his team for the good progress being made on the Hillington Square project. As well as the improvement works, the community was developing well and positive coverage had been achieved in the press for the Christmas event.

**17/15      NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 9 February 2015 at 6.30pm.

**The meeting closed at 8.00pm.**

**CHAIRMAN**