

**MINUTES OF THE BOARD OF MANAGEMENT MEETING OF
MID-WALES HOUSING ASSOCIATION HELD AT TY CANOL HOUSE,
NEWTOWN ON WEDNESDAY, 19th DECEMBER 2018**

Present: Mr. Peter Swanson (Chair), Ms. Olivia Morris (Deputy Chair), Mr. Richard Martin, Mrs. Morag Bailey, Ms. Elenor Bonner-Evans (via speakerphone), Mr. Alex Gambroudes, Miss Susan Havard and Mr. Daniel Lewis (part – from item 8).

Observers: Cllr. J. M. Williams (Powys County Council) and Cllr. Catherine Hughes (Ceredigion County Council – via speakerphone).

Officers: Mr. Charles Brotherton (Director of Finance and Company Secretary), Mrs. Sian Howells (Director of New Business), Mrs. Andrea Williams (HR Manager – part), Mr. Phil Williams (ICT Manager – item 11 only) and Mrs. Janet Price (Governance Officer – minute taker).

| | | |
|-----------|--|--------|
| 1. | APOLOGIES FOR ABSENCE | Action |
| 1.1 | Apologies were received from Ms. Joy Garfitt and Mr. Mark Roberts (leave of absence), Mr. Tony Bowron and Ms. Liz Jenkins (Board Members), Mr. Shane Perkins (Chief Executive), Mrs. Jean O’Neill (Acting Assistant Director of Customer Services) and Mrs. Anna Orton (Director of Care & Repair in Powys). | |
| 2. | DECLARATIONS OF INTEREST | |
| 2.1 | All Officers declared an interest in agenda item 17 – Employment Contracts (recorded as item 12 within the minutes). | |
| 3. | MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 14TH NOVEMBER 2018 | |
| 3.1 | Taking into account the addition of two words in paragraph 7.11, Mr. Richard Martin proposed and Ms. Olivia Morris seconded that the minutes of the Board of Management meeting held on 14th November 2018 be approved as a true record. | |
| 4. | MATTERS ARISING | |
| 4.1 | Members received the report for information. | |
| 5. | LANDLORD HEALTH & SAFETY UPDATE | |
| 5.1 | The Director of New Business (DoNB) introduced the report as an | |

| | | |
|-----------|---|--|
| | <p>update for Members following her earlier presentation to the November 2018 Board of Management meeting. She commented that it contained further guidance following the regulatory intervention and review of health and safety practices at Cardiff Community Housing Association (CCHA) and identified ongoing issues regarding composite fire doors. The DoNB outlined difficulties in trying to ascertain the extent of any possible failure in relation to the fire doors and also explained that reviewing the whole suite of health and safety policies and procedures is particularly time-consuming.</p> | |
| 5.2 | The DoNB confirmed that the completed Fire Risk Assessments (FRAs) for the Association's support providers now stand at 100%. | |
| 5.3 | Members noted the report for information and thanked the Director for her work in presenting an update to Board and for the work undertaken to date. | |
| 6. | USE OF SEAL | |
| 6.1 | The Use of Seal was tabled at the meeting. In addition, the Director of Finance advised Members of several other uses of seal in relation to the private placement loan, which occurred shortly before the Board meeting. These will be fully recorded on the register. | |
| 6.2 | Mr. Richard Martin proposed and Mrs. Morag Bailey seconded that the Use of Seal be ratified. All Members were in agreement. | |
| 7. | CALENDAR | |
| 7.1 | The Governance Officer explained that she had listed the proposed dates for future meetings during 2019-20 for Members' information but stressed that these dates were subject to approval at Board on 23rd January. | |

Agenda items 8 to 19 are recorded under the Confidential Minutes of the Board of Management of Mid-Wales Housing Association held on 19th December 2018. Cllr. Hughes left the meeting at this point and was thanked for her participation.

Minutes produced by Governance Officer on 4th January 2019

| Checked by: | Date |
|---------------------------|----------------------------------|
| Shane Perkins | Not present |
| Charles Brotherton | 5th March 2019 |
| Sian Howells | |
| Anna Orton | Not present |
| Jean O'Neill | Not present |