

BLACKPOOL COASTAL HOUSING LIMITED

**MINUTES OF THE BOARD MEETING
HELD ON WEDNESDAY 30th JANUARY 2008
AT 6.00pm, PROGRESS HOUSE**

PRESENT:

Irene Bishop
Tim Cox
Joan Greenhalgh
Philip Helm
Gwen King

Alan Marsh
Bill Rogers
Doreen Wightman (Chair)
Simon Blackburn
Diane Bellinger
Carol Hall

IN ATTENDANCE:

Peter Jefferson
Cyril Holland
Neil Jack
Peter Whittaker

Peter Cross - Consultant

	PART A – OPEN MEETING – 12TH DECEMBER 2007
1.	Apologies Ron Bell (Vice-Chair), Michael Buchanan, Alison Stringer. Jim Houldsworth
2.	Declarations of Interest There were no items of interest declared.
3.	Minutes of Meeting 31st October 2007 Agreed That the minutes be accepted as a true record.
4.	Matters Arising None

<p>5.</p> <p>A</p> <p>B</p> <p>C</p>	<p>Minutes of Sub-Committees</p> <p>Human Resources Sub-Committee – 8th November 2007</p> <p>The Sub-Committee Chair, Philip Helm, stated that, following an action from the previous meeting, the HR Team Plan, which he considered to be an excellent document, had been circulated to the Board for information. Diane Bellinger asked whether all sections had similar team plans in place and this was confirmed.</p> <p>Agreed That the minutes be approved.</p> <p>Asset Management Sub-Committee – 13th November 2007</p> <p>The Sub-Committee Chair, Bill Rogers, stated that a number of officer presentations had been made to the meeting, all of which were excellent. Tim Cox commended Ian Grimshaw for the work that he has undertaken and recommended that this work should be seen by other Board members as it was very informative.</p> <p>Agreed That the minutes be approved.</p> <p>Operations Sub-Committee – 4th December 2007</p> <p>Cyril Holland confirmed that all of the strategy documents had now been approved by the Sub-Committee subject to a couple of minor amendments being made. It was noted that these strategy documents had previously been circulated for information to the Board.</p> <p>Agreed That the minutes, and therefore the various strategies referred to within them, be approved.</p>
<p>6.</p>	<p>Audit Commission Inspection</p> <p>Peter Jefferson presented a copy of the final feedback summary and commented upon it, reporting that, whilst the outcome will not be known until early January 2008, there is a generally positive feeling of what the outcome will be. He explained that the feedback document presented was for information only and is not as yet a public document.</p> <p>Agreed That the matters raised in the feedback document be noted at this stage pending notification of the actual judgements of the Audit Commission</p>
<p>7.</p>	<p>Governance Issues</p> <p>Peter Whittaker presented a report on the following issues:</p> <ul style="list-style-type: none"> • Dates Of Board And Sub-Committee Meetings From January 2008 To April 2009 • Forward Planning For Meetings • Arrangements For Holding An Annual General Meeting Of The Company • Arrangements For Rotation Of Customer And Independent Directors <p>Agreed That:</p> <ul style="list-style-type: none"> • The timetable of Board Meetings for January 2008 to April 2009 as set out in Annex 1 be approved and published subject to review in May 2009 when the Council Meetings Calendar for 2008-09 has been formally approved.

	<ul style="list-style-type: none"> • The timetable of Sub-Committee Meetings for January 2008 to April 2009 as set out in Annex 1 be approved subject to: <ul style="list-style-type: none"> ○ Review in May 2009 when the Council Meetings Calendar for 2008-09 has been formally approved. ○ Early detail consideration by each Sub-Committee of the practicality of the proposed dates for individual Sub-Committee members in order that the annual meeting cycle may be confirmed and published. • The first Annual General Meeting of Blackpool Coastal Housing Limited be held on 30th January 2008, or on 12th March 2008 if the necessary amendments to the Memorandum and Articles of Association of the Company cannot be made in time for the January date. • The second Annual General Meeting of Blackpool Coastal Housing Limited be held at the end of October 2008 or at the beginning of December 2008, depending upon the date that the first AGM is held, and annually at that time in subsequent years. • The Memorandum & Articles of Association of BCH be amended to allow the retirement and rotation of Customer and Independent Directors to begin from the second Annual General Meeting onwards and that the Council Member of BCH be asked to approve this by means of a written resolution to be registered at Companies House as required by law. • Rotation of Customer and Independent Directors should occur by the following means: <ul style="list-style-type: none"> ○ Resignation of two Customer and two Independent Directors at the second Annual General Meeting. ○ Resignation of two Customer and two Independent Directors at the third Annual General Meeting. ○ Resignation of one Customer and one Independent Director at the fourth Annual General Meeting. ○ Resignation of Customer and Independent Directors at subsequent Annual General Meetings to repeat this pattern. • The determination of which Directors are to retire at the second Annual General Meeting should be made at the first Annual General Meeting and in similar advance manner at each subsequent Annual General Meeting in accordance with the existing provisions of the Memorandum & Articles of Association of BCH. • Consideration of the issue of seeking potential additional Independent Directors to stand for election at the time of annual rotational resignations be deferred to a later meeting of the Board.
<p>8.</p>	<p>New Office Accommodation</p> <p>Neil Jack provided an update on progress with identifying an appropriate location for the new BCH HQ.</p> <p>Agreed That:</p> <ul style="list-style-type: none"> • It is better to take time to find suitable accommodation rather than to rush into an early choice that could potentially be costly and unsuitable in the long term. • The Board be kept informed of progress with this matter.

<p>9.</p>	<p>Procurement Process</p> <p>Cyril Holland stated that fifteen contractors had been initially short listed and a further short list has resulted in ten contractors being interviewed. The final stage of the selection process is now underway and “reality checks” are taking place. This will be completed by the beginning of January prior to the Audit Commission announcement.</p> <p>Agreed That at the next Board meeting an update be given on the number of contractors appointed</p>
<p>10.</p>	<p>Any Other Business</p> <p>Mereside Housing Office & Shops - Joan Greenhalgh raised an issue relating to the Mereside Housing Office and Shops. Peter Jefferson confirmed that discussions are taking place with Windmill Housing Association regarding the cleanliness and security of this area.</p> <p>NFA Awards – Peter Jefferson stated that BCH will be entering at least one of the categories for the awards and asked the Board to share any ideas for nominations.</p>
<p>11.</p>	<p>Date & Time of next meeting</p> <p>The next meeting will take place on Wednesday 30th January 2008 at 6.00pm in Conference Room 1 at Progress House.</p>
	<p>The meeting closed at 7:55pm.</p>