

## Resident Panel Meeting



**Time:** 10.30am

**Venue** Conservatory

Tuesday 14<sup>th</sup> August 2018

**Present:**

Natalie Gardner (Chair)  
Mark Gibbons  
Lyndon May  
Christopher Byrne  
John Whythe  
Edna Lewis  
Clive Jenkins  
David Watkins  
Alison Williams

**Apologies:**

**In Attendance:**

Paul Williams  
Shona Martin  
Caroline Morgan  
John Lewis

**Guests:**

Julie Thomas (Chair of Melin Board) (Part time)  
Justin Wigmore (Director of Housing)  
Dudley Gordon (Resident)

	Owner	Action
Before the meeting Natalie took some time out to speak to Panel members without Guests and Melin staff		



**Treasurers Report:**

CM went through the Panel budget and the payments that had been agreed. She confirmed that to date £3,009 has been paid through grant funding and £840 for expenses. The budget position was therefore still healthy.

CM explained to Panel members that when they award grant funding the process to get the cheques signed and sent out may be a long one depending on availability of cheque signatories etc. CM suggested that in future Melin would pay the invoices and grant funding applications on behalf of the Panel and then invoice the Panel after that. The Panel will continue to have control over payments and their budget. Panel members confirmed that they would be happy with this.

**Correspondence:**

The Panel received a thank you card from the residents of Waterside Court for providing grant funding for their gazebo. They confirmed that the gazebo will help them greatly with their social activities.

<p>The Panel also received a thank you card from a resident they supported whilst she was in hospital.</p> <p>Dudley brought in a retrospective grant application from the residents of Hammett Court for £129.94 to pay for a bench and garden lock up box. He left the room for the matter to be discussed. After discussion, the Panel decided to make the award but in future only applications that had been written and presented before the meeting would be considered by the Panel. All applications must be in advance of any purchase made.</p> <p>CM brought an application to the Panel from AJ from the Income and Inclusion Team in respect of one of her clients who needed an orthopaedic bed. The Panel discussed the application and asked that more information be given before a decision can be made.</p> <p><b>Disability Group update:</b></p> <p>JL updated the Panel on the progress of the Group. The last meeting was held on 19<sup>th</sup> June; the next meeting is on 22<sup>nd</sup> August.</p>	<p>CM/AJ</p>	<p>11/9</p>
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<p><b>CSG Update (Draft report on ASB sent)</b></p> <p>JL asked the Panel whether they had any comments or queries on the ASB Action Plan. He went through the main points of the plan with the Panel. The Panel accepted the Action Plan.</p> <p><b>Paul Williams – Principal HR Advisor- Melin’s appointments process</b></p> <p>Paul introduced himself and explained about the changes that had taken place with the People and Learning Team over the past 6 months.</p> <p>He then went through Melin’s staff appointments process, answering questions from the Panel.</p> <p>The Panel currently has four members who have had interview training in the past; Paul offered the Panel updated training so that all may attend staff interview in the future.</p> <p>Natalie thanked Paul for coming into the meeting.</p> <p><b>Report from the Board (papers sent)</b></p> <p>The Panel accepted the report</p>	<p>PW/CM</p>	<p>11/9</p>
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Extra item:

**Shona Martin, Research and Policy Development Manager and DPO- Board Remuneration Review (papers sent)**

Shona went through the main points of the report (Julie the Vice Chair of the Board had given the Panel the background to the report before she left). Panel members asked many questions around the Board appointments process, responsibilities and how other associations work. Shona explained that she would be going out to Melin residents in the wider community to gather their opinions on the paper and asked Panel members' opinions on the questions that she had planned to ask.

Shona told the Panel that she would feed all their comments about the paper back to Board.

**Any Other Business:**

**Digital Engagement Action Plan (papers sent)**

The Panel accepted the report

**Residents Panel applications and AGM**

CM confirmed that the AGM would be taking place on 9<sup>th</sup> October at Ty Cae Nant.

<p>If residents wish to apply to be on the Panel a Declarations of Interest form must be completed by 3<sup>rd</sup> September. If more than 10 applications are received a ballot will need to take place with closing date of 1<sup>st</sup> October. Results will be announced at the Panel AGM.</p>	<p>CM</p>	<p>9/10</p>
<p>The Panel need to agree the Terms of Reference, Constitutions and Standing Orders before the meeting. CM agreed to send the proposals to Panel members for agreement within the next week; any Panel members will suggestions for amendments should forward to CM to be distributed.</p>	<p>CM</p>	<p>28/8</p>
<p>Christopher Byrne raised the subject of contractors working on site and wanted to reiterate that all contractors working for Melin should wear their ID at all times and be prepared to be asked what they are doing whilst on Melin schemes.</p>		
<p>He asked about the availability of a Melin Contractors list so that he could check whether vans parked at the schemes could be verified as working for Melin. Natalie reiterated that if any Melin Resident had concerns about the contractors working in their areas they should ring Customer Contact Team who could verify whether their business is legitimate.</p>		

<b>Date of Next Meeting:</b>		
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Tuesday 11 <sup>th</sup> September		
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