

## Resident Panel Meeting



**Time :** 10.30am

**Venue** Residents Zone

Tuesday 12<sup>th</sup> July 2016

**Present:**

Jan Harris (In the Chair)  
Mark Gibbons  
Edna Lewis  
Rose Matthews  
Christopher Byrne  
Clive Jenkins  
Lyndon May

**Apologies:**

Toula Pearson  
Agnieszka Rutkowska-  
Money Advisor

**In Attendance:**

Caroline Morgan

**Owner**

**Action**

**Housekeeping:**

CM updated everyone on housekeeping

CM

ALL

**Minutes of the Last Meeting:**

The minutes were discussed; Mark proposed and Edna seconded that the minutes were accurate. All were in agreement.

ALL

ALL

**Matters arising:**

There were no matters arising

**Treasurers Report:**

Jan went through the Budget spreadsheet, drawing the Panel's attention to the headings and how much has been spent this year so far. She said that the Panel's finances were in a healthy position.

<p><b>Correspondence:</b></p> <p>The Panel received a letter from the Treasurer of the Residents Association at Waterside Court requesting £100 to purchase wool for crocheting blankets for the vulnerable in their community. The Panel agreed to this.</p> <p>The Panel received a request from a resident of Ty Clarence for funding for work that they had done in the grounds of the scheme. The Panel agreed to look at the application provided that receipts were provided.</p> <p>The Panel received a letter from Velindre Hospital thanking them for their support for the Walking Football event which raised money for the hospital.</p> <p><b>Complaints</b></p> <p>There were no complaints received.</p> <p><b>Chairs Report (a copy of the report was sent to the Panel beforehand)</b></p> <p>Jan ran through the Chairs Report. The report was accepted and approved by the Panel.</p> <p><b>Report from the Board (a copy of the</b></p>	<p>CM</p> <p>CM</p>	<p>15/7</p> <p>15/7</p>
---	---------------------	-------------------------

**report was sent to the Panel beforehand)**

CM highlighted the main points from the last Board Report. Jan drew the Panel's attention to the decision by Board to establish a budget of £1,500 to cover the cost of small works (under £100) Physical Adaptation Grants. This is in response to the Welsh Government's decision not to fund such grants. The Panel noted their thanks to the Board for making this decision.

The report was accepted by the Panel.

**Youth Forum Update**

CM updated the Panel on the various activities of the Youth Forum, including their support of community events and their upcoming training. When the formal meetings are arranged again in September the Panel will be informed of the dates.

**RDAG (Disability Group) update (The Panel was sent a copy of the report beforehand)**

Rose confirmed the information in the quarterly report. It was reported that Board member Tony Crowhurst had produced a document with surveys that the group could use whilst carrying out accessibility visits on Melin schemes. This will enable the group's work to be more

defined and recognised.

Ken Smith (Customer Service Excellence Assessor) came into the meeting to see how the Panel meeting was conducted and to have lunch with the Panel.

**Customer Service Group Action Plan update (The Panel was sent a copy of the report beforehand)**

The Panel were informed that the Action Plan from the Customer Care and Access Review had now been completed. Panel members thanked the CSG for carrying out the report and staff for implementing the recommendations.

**Customer Service Group report on Voids and Re lettings (The Panel was sent a copy of the report beforehand)**

Jan informed the Panel that an Action Plan would be drafted by Melin officers from the recommendations of the report; as soon as this was done the Panel will be given a copy. The Panel thanked the CSG group for their work on the document.

**Any other Business**

The Panel asked that their congratulations be passed to Georgina the Chair of the Youth Forum for her winning the “Could you be the One” competition with Melin. She will be going to Cambodia later on in the year for 10 days to help Habitat for Humanity build new homes.

The Panel discussed a request from a scheme to hold their monthly meeting in their communal area. After discussion the Panel decided that this was not practical but agreed that arrangements would be made for Panel members to visit schemes to speak to residents. Residents who are interested in Panel meetings may declare an interest and be invited to attend meetings should they wish to do so.

Jan informed Panel members that Toula didn't feel well enough to attend the meeting and suggested that she should contact her on behalf of the Panel to wish her well. Panel members thanked her for this.

Jan also informed members that she was looking at new expenses forms and provided that all the necessary information was in place she would recommend them for approval at the next Panel meeting.

Jan informed the Panel that she had sat

on a Jump2 panel meeting with Adrian Huckin and Helen Seymour to look at a funding application that had been received for over £250.

Jan reminded the Panel that Jump2 is a Melin funding source that gives funding to community groups and also to Melin residents who need help with education and training. The money for the fund is raised by staff activities - Dress Down days each month, the Melin Quiz and Melin Golf day among other activities.

Christopher informed Panel members that he was about to purchase a new printer. He asked that as almost all the printing that he will do will be for Panel business that the Panel fund him for the cost for some ink and paper. This was approved by the Panel.

The proposed meeting with resident groups and potential Forum members will now be arranged for October, after the AGM.

CM informed the Panel that all declarations of interest to be on the Panel had to be with her by 29<sup>th</sup> July; all Panel members declared their interest one by one to continue to remain on the Panel. If more than 10 declarations are received by 29<sup>th</sup> July an election will be held, the results of which will be announced at the AGM on 28<sup>th</sup> September.

<b>Date of next meeting:</b>		
------------------------------	--	--

Tuesday 16 <sup>th</sup> August 2016		
--------------------------------------	--	--