

# Taunton Deane Borough Council

## Tenant Services Management Board 20<sup>th</sup> February 2012

### Tenant Services Management Board Annual General Meeting

#### Report of the Tenant Empowerment Manager

(This matter is the responsibility of Executive Councillor Jean Adkins)

#### 1. Executive Summary

The Terms of Reference of the Tenant Services Management Board (TSMB) state that the TSMB holds an Annual General Meeting (AGM) in April of each year or within 15 months of the previous AGM. This report highlights the proposed content and venue of the AGM.

It should be noted that the first AGM was held on the 18<sup>th</sup> April 2011.

#### 2. Background

The Tenant Services Management Board held its first meeting in April 2010. One of its first tasks was to agree its Terms of Reference. Section 15 of this document states that:

“An Annual General Meeting will be held in April each year, or within 15 months of the previous AGM”

Last year the AGM of the TSMB formed part of the “Tenants’ Open Day” on the 18<sup>th</sup> April, with the formal meeting held at 5pm.

#### 3. Date of the Annual General Meeting

It has already been agreed that the AGM will be held on the 23<sup>rd</sup> April 2012. This date has been publicised in the Annual Report to Tenants calendar that was sent out to all tenants in December 2011.

#### 4. Publicity of the Annual General Meeting

As well as the date detailed in the Annual Report to Tenants calendar if the TSMB agrees to hold the AGM on the same date as the Tenants’ Open Day (as it did last year) information could form part of the invitation letter sent out to all tenants.

## **5. Content of the Annual General Meeting**

There is no set format to the AGM. However, it is customary to include agenda items such as:

- reports from the outgoing Chairperson on the board's activities during the year
- reports on issues that face the TSMB and Housing Services in the coming year
- Consider and vote on any resolutions put forward by tenants

## **6. Venue of Annual General Meeting**

The 2011 AGM was held at the Somerset County Cricket Ground as the Tenants' Open Day was taking place on the same day. A separate report on the Open Day is being presented to the TSMB at this meeting. As tenants, board members and staff are attending the Open Day it may be seen as logical to hold the AGM at the end of the Open Day.

## **7. Finance Comments**

The main costs of the event would be the hire of the venue and publicity. However, if the TSMB agrees that the AGM will be held on the same day and at the same venue of the Tenants' Open Day the expenditure will be included in the cost of this event.

## **8. Legal Comments**

There are no separate legal comments.

## **9. Links to Corporate Aims**

There are no specific links to corporate aims.

## **10. Environmental Implications**

There are no specific environmental implications.

## **11. Community Safety Implications**

There are no specific community safety implications.

## **12. Equalities Impact**

If the TSMB decides to hold the AGM in conjunction with the Tenants' Open Day the venue for the event, the County Room of the Somerset County Cricket Ground, has been chosen as it has easy access for all.

The invitation letter will include a section that will allow tenants to have the information translated into a different language if necessary, in Braille, large print, audio tape or CD.

## **13. Risk Management.**

There are no risk management issues arising from this report.

## **14. Partnership Implications**

There are no specific partnership implications.

## **15. Recommendations**

It is recommended the Tenant Services Management Board:

- Receive and note this report;
- Consider the format and agenda items of the Annual General Meeting
- Consider the venue and timing for the Annual General Meeting
- Task Officers with planning and organising the Annual General Meeting and update the Tenant Services Management Board at their March meeting.

**Contact:** Martin Price  
Direct Dial No 01823 356552  
e-mail address [m.price@tauntondeane.gov.uk](mailto:m.price@tauntondeane.gov.uk)