

**SOUTH LAKES HOUSING TENANTS' COMMITTEE  
ANNUAL GENERAL MEETING MINUTES**

12pm Wednesday 7<sup>th</sup> September 2022 held in the Windermere Room

Present: Stephen Bolton (Chair)  
Charles Howarth  
Sue Layfield  
Paul Athersmith  
Sarah Benjamin  
Gaynor Aplin  
Lorraine Birchall (Vice Chair)

Guests N/A

Staff in attendance: John Mansergh – Director of Business Improvement  
Emma Wilson – Corporate Support Assistant  
Lyn Richardson – Customer Engagement Partner

Apologies: Dorothy Dixon  
John Short  
Pauline Vaughan  
Jim Layfield

Circulation: As above

**ACTION**

**1. Minutes of previous Annual General Meeting (14<sup>th</sup> October 2021)**

1.1 Minutes from the previous meeting held on the 14<sup>th</sup> October 2021 were approved at the November 2021 as a true and accurate record.

**2. Matters arising**

2.1 None.

**3. Election of Officers and Representatives**

**a) Tenants' Committee Chair**

Stephen to continue as Chair following endorsement of all Committee members.

**b) Grant Applications Panel (GAP)**

Committee members agreed that Sue and Charles continue to remain on the panel. Lyn to contact John S to see if he wishes to continue on the Panel.

**c) Tenant Complaint Panel (TCP)**

Charles and Paul are willing to continue on the Panel Lyn to contact Dorothy John to see if they wish to continue on the Panel.

John M suggested future training needs be reviewed, Charles also suggested using technology to join meetings virtually should Panel members prefer.

**4. Any Other Business**

4.1 John M informed Committee members that there will be no change to budget for 2023/24. The forward plan has been circulated to Managers for their input this will be brought to the November meeting.

**5. Date of next meeting – TBC** – EW to circulate dates for the 2023/24 meetings via email.