

# DRAFT

## NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 24 November 2011 at 5.00pm in the Lady Chapel, Kelham Hall.

**Present:** Mrs G Hughes (Chair)  
Mr R Tracy (Vice-Chair)  
Cllr R Bradbury  
Cllr Mrs B Brooks  
Mrs J Clark  
Mrs L Clayton  
Mr A Fell  
Mr E Lowe  
Cllr Mrs C Rose  
Mrs J Solder  
Mr K Sutton  
Cllr B Wells

### **Officers in**

**Attendance:** Mrs R Rance (Chief Executive)  
Mr S Feast (Director)  
Mr A Dewberry (Asset Management & Investment Manager)  
Miss S Williamson (Finance Manager)

#### 1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Miss S Miles and Mr D Roebuck.

#### 2. **APPOINTMENT OF CHAIR AND VICE CHAIR OF THE BOARD, HUMAN RESOURCES COMMITTEE AND AUDIT COMMITTEE**

The report of the Chief Executive detailed that under the Company's Constitution at the first Board Meeting following each Annual General Meeting (AGM) that Directors of the Board shall appoint a Chair of the Board and a Vice-Chair to action in the absence of the Chair may also be appointed.

Nominations for the Chair were requested by the Company Secretary.

Ginette Hughes was the sole nomination and was appointed as Chair of the Board.

In accepting her appointment Ginette Hughes, as the Chair, said that she enjoys the work she carries out with Newark and Sherwood Homes and thanked everyone for allowing her to continue.

The Company Secretary requested nominations for the position of Vice-Chair of the Board.

Richard Tracy and Cllr Ben Wells were nominated and a ballot therefore took place. Richard Tracy received the majority of votes and was appointed as Vice-Chair of the Board.

# DRAFT

The Company Secretary requested nominations for the position of Chair of the Human Resources Committee and Cllr Mrs Christine Rose was the sole nomination and was appointed. For the position of Vice-Chair, Richard Tracy was the sole nomination and was appointed.

The Company Secretary requested nominations for the position of Chair of the Audit Committee and Lynn Clayton was the sole nomination and was appointed. For the position of Vice-Chair, Sarah Miles was the sole nomination and was appointed.

**AGREED (unanimously) that:**

- a) **Ginette Hughes be appointed as Chair of the Board.**
- b) **Richard Tracy be appointed as Vice-Chair of the Board.**
- c) **Cllr Mrs Christine Rose be appointed as Chair of the Human Resources Committee.**
- d) **Richard Tracy be appointed as Vice-Chair of the Human Resources Committee.**
- e) **Lynn Clayton be appointed as Chair of the Audit Committee.**
- f) **Sarah Miles be appointed as Vice-Chair of the Audit Committee.**

3. **MINUTES OF THE BOARD MEETING HELD ON 3 NOVEMBER 2011**

An update was provided to the Board regarding minute 72, Revised Budgets, that the Feed-in-Tariff income from the early PV installations has been paid and has now been released by the Council.

Minute 71, Self Financing, the Finance Manager advised that a consultation has been issued and a general update will be given at the Audit Committee meeting in December.

**AGREED (unanimously) that:**

**the Minutes of the meeting held on 3 November 2011 were accepted as a correct record of events and signed by the Chair.**

**In compliance with Principle 6 of the Company's Meeting Procedure, the public observing the meeting were asked to leave at this point as confidential information would be discussed.**

4. **CONFIDENTIAL ITEM –**  
**Minutes of the Board Meeting held on 3 November 2011**

The Chair introduced the confidential minutes.

The meeting closed at 17.10

Chair