

**SOUTHERN SHELTERED HOUSING JOINT BOARD**  
**MINUTE OF ORDINARY GENERAL MEETING**  
**HELD ON MONDAY 1<sup>ST</sup> NOVEMBER 2021 AT 5.00pm**

Present:	Mr D Radcliffe (Chairman), Mrs B Williams (Vice Chair), Mrs B Guy, Miss D Quinney & Mr R Lewis
Apologies:	N/A
In Attendance:	Ms H Fargher (Clerk)

1. The Chair declared the meeting open, welcomed the Board and noted there were no apologies. The Chair asked for declarations of interest, none were made.
  
2. Confirmation of Minutes:
  - 2.1 Minutes of the Ordinary Meeting held on 27<sup>th</sup> September 2021. BW/BG proposed that these be adopted as a true record of the meeting. Carried.
  - 2.2 Minutes of the Tender Opening Meeting held on 18<sup>th</sup> September 2021. BW/RL proposed that these be adopted as a true record of the meeting. Carried.
  
3. Matters Arising from Minutes: None
  
4. Motions: None
  
5. Finance Matters:
  - 5.1. Invoices presented for payment in early November 2021 were considered. BW/BG proposed the invoices were settled. All were in favour.
  - 5.2. Year End Financial Statements to 31<sup>st</sup> March 2021 – It was noted that these had been circulated earlier in the day for consideration and electronic response.
  
6. Health, Safety & Environmental Performance:

6.1 Projects Update – The update was noted.

7. Public Correspondence & Communications: None

8. Policy & Resources:

8.1 Meeting dates 2021 – The December meeting was moved to the 13<sup>th</sup>.

8.2 Administration Contract – The Service Level Agreement was approved and signed.

9. Public Consultations: None

10. Any Other Business: None

Meeting closed at 5.25pm

*BWilliams*  
*Chair*