



MANAGEMENT COMMITTEE MEETING

Tuesday 25th February 2020

at 249 Lewisham Way SE4 1XF – 7.00 p.m.

We look forward to seeing you

OPEN AGENDA

Item No	Page No	Issue	Action	Time
1a		Welcome and Apologies – Chair	Information	7.00 p.m.
1b		Attendance Sign in/Records reminder – Chair	To be recorded	7.02 p.m.
1c		Declaration(s) of Interest – Chair	To be recorded	7.04 p.m.
2	1-4	Minutes of Management Committee Meeting for Approval (Open Meeting) - Tuesday 28 th January 2020 – Chair	To be approved	7.06 p.m.
2a		Matters Arising – Chair	Discussion	7.10 p.m.
3	5	Manager's Report – GB	Information/ Discussion	7.12 p.m.
4	6-7	Income & Housing Officers Report – Jo B	Information	7.25 p.m.
5	8	Maintenance Officer's Report – JC	Information	7.35 p.m.
6		AOB – Chair	Discussion	7.40 p.m.
7		Date of next meeting: Tuesday 24th March 2020 - 7.00 p.m. This will be a General Meeting.	Information	7.45 p.m.

Between 10/15 Minute Break for Refreshments – All Welcome

Meeting Guidelines

- Dare to speak your mind - we will all benefit from it
- Keep the interest of the Co-op in your mind
- Time limits – REMEMBER THEM
- Keep it brief, honest and relevant
- Feelings are relevant – respect other peoples and make sure yours are respected
- LISTEN – to others; respect their right to disagree. If necessary, let them know what you have understood them to be saying by repeating it back to them
- Dare to be able to change your mind
- Be aware of your personal interest in any issue. **You must formally declare conflicts of interest**
- Try to help the Chair keep the meeting on track
- Do not interrupt or speak at the same time as someone else
- Speak through the Chair. Gain their attention by raising your hand
- Do not carry on separate conversations whilst others are speaking
- Do not talk on your mobile phone during meetings
- Prepare for meetings – read the papers and make notes
- Respect action points – if you have agreed to do something, do it
- Important issues should not be decided on if they are not on the agenda. Keep 'Any Other Business' for emergencies and minor items
- Finally remember, meetings can be both business-like and **FUN**