



MANAGEMENT COMMITTEE MEETING

Tuesday 28th January 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	1-2	Minutes of Management Committee Meeting for Approval (Open Meeting) - Tuesday 17 th December 2019 – Chair	To be approved	7.06 p.m.
2a		Matters Arising – Chair	Discussion	7.10 p.m.
3	3-4	Manager's Report – GB	Information/ Discussion	7.12 p.m.
4	5	Income & expenditure report – JB	Information	7.20 p.m.
5	6-7	Income Report – Jo B	Information	7.25 p.m.
6	8-9	Maintenance Officer's Report – JC	Information	7.30 p.m.
7		AOB – Chair	Discussion	7.35 p.m.
8		Date of next meeting: Tuesday 25th February 2020 - 7.00 p.m.	Information	7.40 p.m.

Between 10/15 Minute Break for Refreshments – All Welcome

MEETING GUIDELINES

1. Dare to speak your mind, we will all benefit from it.
2. Keep the interest of the Co-op in your mind.
3. **Time limits – REMEMBER THEM**
4. Keep it brief, honest and relevant
5. **Feelings are relevant**
 - Respect other peoples and make sure that yours are respected
6. **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. ‘I heard you saying.....’)

DARE TO BE ABLE TO CHANGE YOUR MIND

7. Be aware of your **personal interest** in any issue – let people know what it is **YOU HAVE TO FORMALLY DECLARE CONFLICTS OF INTEREST**
8. Try to help the Chair to keep the meeting on track.
9. TRY not to interrupt or speak at the same time
 - **Speak through the Chairperson (get their attention) if necessary.**
 - **Don't carry on separate conversations whilst others are speaking**
 - **Don't talk on your mobile phone in meetings**
10. **Prepare for the meetings - read the papers and make notes.**
11. **Respect action points**

If you have agreed to do something, do it.
12. Important issues should not be decided on if they are **not on the agenda keep “any other business” for emergencies and** minor items.
13. Finally remember, meetings can be both business-like and **FUN.**