

MINUTES OF : **Bolton Accredited Residential Landlord Organisation**
[BARLO] Board Meeting
DATE : **Wednesday 26 July 2006 at 6.00pm**
VENUE : **UCAN Centre, Hatfield Road, Halliwell, Bolton**

Present	John O'Donnell	Private Landlord
	Philip Ward	Private Landlord
	Andy Patel	Private Landlord
	Linda Thomas	Councillor
	Kath Gough	Private Sector Customer Panel
	Bill Singleton	Bolton Business Support Unit Manager
	Victoria Bracegirdle	Lawyer
	Glenys Campbell	Regeneration Manager
	Julianne Scarlett	Private Landlord Project Manager

1. Welcome and Introductions

KG introduced herself as newest member of the BARLO Board with a summary of employment history and current involvement with Bolton at Home and Local Authority as a member of Private Sector Customer Panel

Bill Singleton not yet arrived, Board agreed to proceed in his absence with item 2 on the Agenda after advice that minimum number of members required are present.

2. Key Objectives of BARLO

JS circulated and talked through documents that reminded Board members [copy attached] of the key objectives of BARLO Housing Ltd that have been agreed in the Memorandum of Association, and General and Board meeting proceedings as described in the Articles of Association

Action: JS to send out copy of the Code of Conduct with minutes

Note: BS arrived 6.45pm misunderstanding regards venue and purpose of today's meeting. BS happy to attend BARLO Business Development Group as an independent advisor. BS does not wish to become a director of BARLO Housing Ltd

VB advised members they can continue to establish BARLO Housing Ltd with 5 directors will need to explain to Companies House intend to fill vacant directors post at a later date.

3. Roles and Responsibilities

JS explained key roles and responsibilities as per slides in the handout and also included in pack in more detail is a Directors and Secretaries Guide produced by Companies House.

Members of the Board were asked to notify JS if for any reason they are restricted or disqualified from becoming a Director. AP notified the Board he is already Director of

another Company, VB confirmed this does not exclude AP from becoming Director of a second Company.

4. Nominations

JS proposed and accepted by every Board member to act as Company Secretary continuing to service the meetings and ensure all requirements and duties fulfilled for Companies House.

Agreed : Julianne Scarlett to act as Company Secretary for BARLO Housing Ltd

Nominations for Chairperson requested by JS, JO'D confirmed present responsibilities as a private landlord, Chairperson of BARLO Business Development Group and running North West Landlord Association already a full time commitment.

Role and responsibilities discussed briefly LS identified by Board as the director with most previous and relevant experience in this type of role and proposed as Chairperson Directors agreed to see how the role develops in BARLO with an opportunity to re-elect or elect new Chair at end of first year.

Agreed : Linda Thomas to act as Chairperson for BARLO Housing Ltd

Board felt it was not necessary at this stage to choose / elect vice chairperson and deferred for further discussion t a later date not yet specified.

5. Limited Company Status

JS circulated relevant documents Forms 10 and 12 from Companies House for each of the directors to complete sign and date. These documents were witnessed and signed by VB

Action ; JS to submit documents to Companies House with £20 fee for approval and incorporation.

6. Next Board Meeting

Meeting schedule to be circulated again with minutes KG gave apologies for 13.09.06 due to holidays. GC suggested agenda for next meeting focus on publicity event for new status as BARLO Housing Company Ltd and BARLO Action Plan which was agreed by all.

BS / GC establishing new links with LEGIT a Local Enterprise Initiative involving local businesses / schools to feedback at next meeting how this might link to BARLO also.

JS confirmed BARLO full and associate membership figures to date JO'D asked if Board Meeting Agenda could include Associate Membership at future meeting

Action : LS as Chairperson to meet with JS to agree Agenda and materials as appropriate