**Landlord Steering Group (AGM)**

**Thursday 26th January 2022**

**2.30pm-3.30pm**

**Virtual Teams Meeting**

In Attendance: Richard Woodcock, Chair (RW), Terry Samuel (TS), Shera Payne (SP), Don Robbie (DR), Paul Hughes (PH), Paul Chapman (PC), Grant Thoday (GT), John Warburton (JW), Carol Duckfield (CD), Zoe Court (ZC)(guest), Sarah Churchill (SC)

**Minutes**

**1.Welcome and Apologies**

RW welcomed members to the meeting including new Warwick DC representative, Sarah Churchill (SC).

Apologies: Richard Thomas, Vice-Chair (RT), Balwant Rai, Secretary (BR).

**2.Approval of Minutes**

The minutes were approved by all members. Nominator (TS) Seconder (SP)

**3.Report from the Chair**

RW reported that 2021 was another tough year due to the pandemic with LSG and Forums taking place virtually.

BR circulated Government Covid advice on ventilation.

Thanks go to TS for all his work on the TOR review.

Autumn Forum had to be held virtually based on NRLA advice.

Acknowledged the intention for WDC and SDC to merge, and document seeking approval sent to Government.

BR has issued 2 newsletters during the year.

Thanks to DR for his legal updates throughout.

**4.Setting Forum and Steering Group Dates**

Spring Forum/Virtual-Wednesday13th April 2022 (2.00-4.30pm) – Warwick/Online

Summer LSG Meeting/Virtual-Wednesday 8thJune 2022 (2.30-4.30pm) – Warwick/Online

Autumn Forum/Virtual-Wednesday 28th September 2022 (2.00-4.00pm)

-Stratford/Online

Reserve LSG Meeting/Virtual-Wednesday 19th October 2022 (2.30-4.30pm) -Warwick/Online

Winter AGM & LSG-Wednesday 25th January 2023 (2:30-4.30pm) -Warwick

**5.Election of Chair and Vice-Chair**

TS nominated RW as Chair and RT as Vice-Chair for 2022. Seconded by CD.

Approved by all members.

**6.LSG Terms of Reference (TOR)**

The TOR review was completed, and the document updated in 2021. It must be reviewed at each AGM.

TS proposed that a feedback form (for virtual Forums) would be useful in gauging the reaction to Forums from attendees. DR suggested an RNLA online survey form could be sent out. RW expected BR to have emailed attendees of last Forum but does not appear to have done so.

TS proposed we email the feedback form to all attendees at virtual forums. RW seconded. DR suggested it be done using online survey monkey and he would co-ordinate with BR, using TOR feedback form as reference point.

**Action- DR/BR to produce online survey and send link to attendees at next forum.**

**7.Members Attendance**

RW advised members should attend at least one meeting per year.

BR has produced a list of attendees. No further action required.

**8.AOB**

TS asked for the SDC website to be updated to provide greater content regarding the Landlord Forum and LSG. PC accepted need to do this.

**Action- PC to review and update website**

TS suggested next year we advise members in advance that LSG Meeting will follow on straight after AGM in event of AGM finishing early, so members should note accordingly if they were only intending to join for LSG meeting.

Meeting closed at 3.00pm.