

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 31st January 2024 at 6.00pm via Microsoft Teams.

Present

Willie Croft (Chairperson)
 Diane Hendry (Vice-Chair)
 Nicola Lyden (Secretary) Items 4-14
 Bernadette Swindon (Full Member)
 Graham Dunlop (Full Member)
 Michael McAllister (Full Member)
 Graeme Dutch (Casual Vacancy)
 Joanne Glassford (Co-optee)

In Attendance

Paul McShane (Director)
 Sara Pattison (Corporate Services Officer)
 Ann Fraser (Housing Manager)
 Graeme Bruce (Lethame Business)
 Paul McNeil (HRC)
 Julie-Ann Cloherty (SHARE) Items 1-4

Item One – Apologies and Declarations of Interest	ACTION
Apologies were received from Gerry Doherty and Jean Martin. The Director advised that we had received 2 applications to join the Committee from external candidates who both worked in the housing sector. He advised they had both met with himself and the Chair. Share and committee applications were approved and they were both welcomed to their first meeting. Graeme Dutch would be joining as a Casual Vacancy and Joanne Glassford as a Co-optee.	
Item Two – Minutes of Previous Meetings	
These papers were circulated to committee prior to the meeting.	
Item 2.1 – Minutes of Committee Meeting held on 06/12/23 There were no questions or comment and this minute was approved as a true record. Proposed by Willie Croft and seconded by Graeme Dunlop.	
Item 2.2 – Minute of Operations Sub-Committee Meeting held on 18/10/23 This paper could not be approved as not enough members of Operations Sub Committee present. This will be brought back to the next meeting for approval.	
Item Three – Progress Action Points for Committee	
This paper was circulated to committee prior to the meeting.	

<p>Under Health and Safety it was advised that a full update would be brought to the next meeting; however it was noted there was nothing that Committee had to be aware of at this time.</p> <p>The Director advised that the stock rebuild survey will be carried out before the end of the financial year.</p> <p>Following a short discussion it was agreed that 18/02/24 was the committee members preferred date for the strategy day to discuss the Business Plan. The CSO will contact the Golden Jubilee for availability.</p> <p>There were no other comments and the paper was noted.</p>	
<p><i>Nicola Lyden joined the meeting at this point.</i></p>	
<p>Item Four – Committee Member Appraisal Feedback – Julie-Ann Cloherty from SHARE in Attendance</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Julie-Ann Cloherty shared her screen and took committee through her presentation referring to the feedback report. She highlighted the collective recommendations that had arisen from the appraisal process. Julie-Ann advised that once this report had been approved that she would then distribute the individual learning plans to the Association who would then distribute these out to the relevant committee members. The Director advised that once these individual learning programmes had been received that he and the CSO would discuss arranging training with the member.</p> <p>Committee approved the report and there were no other questions or comments.</p>	<p>See Action Plan</p>
<p><i>Julie-Ann Cloherty left the meeting at this point. Committee thanked her for her time.</i></p>	
<p>Item Five – Business Planning Projections Update – Paul McNeil in Attendance</p>	
<p>This Paper was circulated to committee prior to the meeting.</p> <p>Paul McNeil shared his screen with the committee and talked them through the presentation. Committee were advised that there were still ongoing discussions with Brown & Wallace as some of their figures are not accurate, especially the figure regarding the planned maintenance for bathrooms. Once the Property Services Manager (PSM) returns to work a meeting will be held with Brown & Wallace, the PSM, the Director and Graeme Bruce to clarify this.</p> <p>A discussion took place about how these figures were reached and committee were advised that the Brown & Wallace figure is based on a desk top survey and not the stock condition survey and were not yet verified. Committee were advised we have a rolling program for surveys ensuring 50 to 60 properties are surveyed every year.</p> <p>There were no other questions or comments and it was advised this would be further discussed at the strategy day.</p>	<p>See Action Plan</p>
<p>Item Six – Directors Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p><u>Rent Increase</u></p>	

<p>Committee were informed that we only received two responses to the rent consultation and were assured that these tenants had been contacted to explain the need for the increase. It was suggested that next year staff phone round the tenants to try and increase our feedback to the consultation.</p> <p>Committee unanimously approved the rent increase at 7.5%.</p> <p><u>Staffing Update</u></p> <p>Committee approved extending the use of the temporary agency worker to assist with admin.</p> <p>Committee were advised that following interviews we had successfully appointed a new Housing Officer who is due to start at the end of February.</p> <p><u>Committee Membership</u></p> <p>Following the two new members joining the committee the Director recommended that we re-instate the sub-committees. It was suggested that the two new members join the Operations sub-committee.</p> <p>Committee agreed to re-instate the sub-committees and the two new members are happy to join operations.</p> <p>There were no other questions or comments.</p>	
<p>Item Seven – First Draft Budget – Graeme Bruce in Attendance</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme Bruce took committee through the paper. He reminded committee that this was just a first draft and as the PSM was off at the moment it was missing some of the cost figures. Once she returned this would be looked at more closely. He advised that due to a few claims last year he predicted an increase in the insurance costs. He advised that the donations figure also incorporated the wider role contributions; however this could be amended if desired. It was highlighted that by the time this was finalised by the end of March that all figures would tie in with those of Paul McNeil’s 30 year projections. It was advised that this would also be on the agenda for the strategy day.</p> <p>There were no other questions or comments and the first draft budget was noted.</p>	
<p>Item Eight – Management Response Letter – Graeme Bruce in Attendance</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme Bruce apologised for the lateness that this paper was circulated. He advised that the finding regarding the Risk Register had been closed off as they have since received the required information and was therefore not included in the response. He and the CSO advised that during previous audits Alexander Sloan have always requested to see approval of paid invoices and this has been</p>	

<p>provided; however this year no request was made, but we have the approvals should they wish to see them. Committee approved adding the Chair Persons signature to the letter and returning in to Alexander Sloan.</p>	
<p>Item Nine – Housing Management Update Q2 & Q3</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Housing Officer took committee through the paper advising that the Universal Credit figures will be included by end of period. Committee were advised the funding we received for Fuel Support Vouchers was a little short of what was required to ensure everyone who requested one received it. We had also been advised that each voucher had a transaction fee, the value of which depended on the voucher type. Committee were asked to approve the Association covering the extra cost including the transaction fee for each voucher, the total of which would be no more than £1130. This was approved.</p> <p>Due to technical issues the Housing Manager was unable to continue with her papers. The committee were advised that any questions could be directed to the Director.</p> <p>There were no other questions or comments.</p>	
<p>Item Ten – Housing Management Report Q2 & Q3</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Due to technical difficulties the Housing Manager was unable to take committee through the paper. Committee were advised that any questions could be directed to the Director.</p> <p>There were no questions or comments and the paper was noted.</p>	
<p>Item Eleven – Complaints Performance Report Q2 & Q3</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Due to technical difficulties the Housing Manager was unable to take committee through the paper. Committee were advised that any questions could be directed to the Director.</p> <p>There were no questions or comments and the paper was noted.</p>	
<p>Item Twelve – Health & Safety Update</p>	
<p>Committee were advised that there had been minimal damage from the recent storms. One property had incurred gutter damage and a few fences had come down. Repairs for all were already underway. There were no questions or comments.</p>	
<p>Item Thirteen – AOCB</p>	
<ul style="list-style-type: none"> The Director advised that he had received a few queries from the SHR. The Director advised he had given an initial response and had also prepared a more formal response with Graeme Bruce and Emma Tilley from Henderson Loggie which would be sent this week. The CSO shared this 	

<p>response on her screen with committee for their information. It was requested that this be circulated to committee. The Director advised he was meeting with the SHR on Thursday 08/02/24.</p> <ul style="list-style-type: none"> • The Chairperson requested that the Office Bearers stay on after the meeting to discuss a date for the Directors Appraisal. 	
Item Twelve – Date of Next Meeting	
<p>The following dates were advised:</p> <ul style="list-style-type: none"> • Committee Meeting 27/03/24 • A&R Sub-Committee Meeting 13/02/24 • Strategy Day 18/02/24 • Operations Sub-Committee Meeting 12/03/24 	

Signed:	Date:
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