

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 2<sup>nd</sup> March 2022 at 6.00pm via Microsoft Teams.**

**Present**

Diane Hendry (Vice-Chair)  
 Joshua Campbell (Full Member)  
 Fiona Connolly (Full Member)  
 Nicola Lyden (Secretary)

**In Attendance**

Paul McShane (Director) Items 1-7 & 9-17  
 Sara Pattison (Admin Officer) Items 1-7 & 9-17  
 Chris Chalk (Housing Manager) Items 1-7 & 9-17  
 Alison Leabody (Property Services Manager) Items 1-7 & 9-17  
 Graeme Bruce (Lethame Business Ltd) Items 1-8

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
<p>Apologies were received from Willie Croft, Janet Stitt, Liz Grass and Graham Dunlop.</p> <p>Under Declaration of Interest the Director advised that a mutual exchange had taken place involving one of the Committee Members. All usual checks and visits were carried out prior to the exchange taking place on 18/02/22.</p>	
<b>Item Two – Minutes of the Previous Meetings</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Item 2 – The Director advised that the job description was almost finalised and would be brought at the end of March meeting. He advised that as it was a completely new role for the Association it had taken slightly longer to complete.</p> <p>Item 8 – The Housing Manager advised that the bin pull out service was only for tenemental stock, however the contractors pulled out bins from other properties as a good will gesture as they can be heavy. This information to go in next newsletter.</p> <p>Item 13 – Good neighbour awards and Bike Sheds. It was advised these were still outstanding and would be brought back to committee again at the end of March.</p> <p>There were no other comments and the minutes were approved. Proposed by Fiona Connolly and Seconded by Joshua Campbell.</p>	<p>The Director to finalise job description and bring to end of March meeting.</p> <p>Bin pull out article in next newsletter.</p> <p>Update at end of March meeting re good neighbour award and bike sheds.</p>
<b>Item Three – Monthly Update Summary on CAP (from Emma Tilley, Henderson Logie)</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no comments or questions. Committee were happy with the paper and it was noted.</p>	

<b>Item Four – Management Accounts to 31<sup>st</sup> December 2021 – Graeme Bruce in Attendance</b>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p>Graeme advised he felt we would have a strong set of figures at the end of March, with the cash available to keep the properties to a high standard and also meeting all our covenants.</p> <p>He advised that the Major repairs actual figure is a lot less than what was budgeted for as the repairs to Phase 3 Windows was included in the budget; however the work will now take place in the next financial year.</p> <p>The Director advised that the repairs for Phase 3 Windows was not yet out to tender, and it would be up to Brown and Wallace to decide if it would go to tender. If it did not go to tender committee requested a paper from Brown and Wallace assuring that this was ok.</p> <p>There were no other questions or comments and the accounts were approved. Proposed Fiona Connolly and seconded by Nicola Lyden.</p>	<p>Paper from B&amp;W to reassure why not out to tender.</p>
<p><i>At this point David Archibald from Henderson Loggie joined the meeting and the committee took part in a 30 minute Risk Appetite training session.</i></p> <p><i>Following the training the Admin Officer advised she would share the slides used with the committee.</i></p> <p><i>David Archibald left the meeting at this point. Committee thanked him for his time.</i></p>	
<b>Item Five – Draft Financial Regulations – Graeme Brice in Attendance</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>It was advised that Diane Hendry should be included as she is currently a cheque signatory.</p> <p>There were no other questions or comments and this item was approved.</p>	<p>Diane Hendry to be included as a cheque signatory.</p>
<b>Item Six – Draft Financial Procedures – Graeme Bruce in Attendance</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and this item was approved.</p>	
<b>Item Seven – Draft Treasury Management Policy – Graeme Bruce in Attendance</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and this item was approved.</p>	

<b>Item Eight – Pensions Report - Graeme Bruce in Attendance</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director, Admin Officer, Property Services Manager and Housing Manager all left the meeting at this point. Minutes for this item produced by Graeme Bruce.</p> <p>Graeme Bruce took the Committee through the paper.</p> <p>A discussion took place on the SHAPS Defined Contribution Pension Scheme and the EVH Gold Standard contribution levels of 10% for the Employer and 5% for the Employee. Following some questions Committee approved the recommendation to open the SHAPS Defined Contribution Pension using the EVH Gold Standard contribution levels.</p> <p>The Defined Benefit Pension Schemes were then discussed and the risks to the Association if these continue to stay open. Following some questions Committee approved the recommendation to start the consultation process with staff about closing the Defined Benefit Pension Schemes and moving staff to a Defined Contribution Pension Scheme. The Committee approved the use of T C Young to facilitate the consultation process and Fitzallan Ltd to provide staff with independent financial advice.</p> <p>The Director, Admin Officer, Property Services Manager and Housing Manager all returned to the meeting. Graeme Bruce left the meeting at this point. Committee thanked him for his time.</p>	
<b>Item Nine – Draft Complaints Policy</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were keen that procedural training be carried out. SHARE to be contacted to enquire what is available.</p> <p>There were no other questions or comments and this policy was approved.</p>	<p>SHARE to be contacted re training.</p>
<b>Item Ten – Draft Equality &amp; Human Rights Policy</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee requested the Action Plan be brought back at the next meeting as only an example one provided.</p> <p>There were no other questions or comments and this policy was approved.</p>	<p>Full Action Plan to be brought to next committee meeting.</p>
<b>Item Eleven – Draft Risk Management Policy</b>	
<p>This paper was circulated to Committee prior to the meeting.</p>	

<p>It was agreed that following the training earlier, Risk Appetite would be included in the next Agenda.</p> <p>There were no other questions or comments and the policy was approved.</p>	<p>Risk Appetite to be included on the next agenda.</p>
<p><b>Item Twelve – Draft Death of a Tenant Policy</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Following a short discussion the Housing Manager confirmed that all details in the policy had been approved by the solicitor.</p> <p>There were no other questions or comments and this policy was approved.</p>	
<p><b>Item Thirteen – Housing Management Report</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Following a question on allocations the Housing Manager advised that in this quarter we have allocated to the housing list and all KPI's have been met. The Housing Manager advised he will look at the KPI's for next year and bring to committee at the next meeting.</p> <p>There were no other questions or comments and the paper was noted.</p>	<p>HM to look at KPI's and bring to committee at next meeting.</p>
<p><b><i>**Committee were advised at this point that the meeting had passed 2 hours, including the 30 minutes training with David Archibald. Committee were happy to continue as only a few items remaining.</i></b></p>	
<p><b>Item Fourteen – Maintenance Report</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and this paper was noted.</p> <p>The Management Committee approved the Property Services Managers request to table the Maintenance Report at the next meeting as she would not be able to prepare it on time due to annual leave.</p>	
<p><b>Item Fifteen – Health &amp; Safety Update</b></p>	
<p>The Property Services Manager advised that the electrical checks were not all carried out at the same time as smoke detector upgrades as the tenants were not always happy having the contractors in their house for long periods of time. Out of the 119 still to be done most were due in 2020/21.</p> <p>The Director advised that we now have the Health and Safety policies and plan from Mentor - and that he, the Property Services Manager and Admin Officer are to meet with Mentor to discuss before the next committee meeting. They will also be meeting with ACS Health and Safety before the next meeting.</p>	<p>Director, PSM and AO to meet with Mentor and ACS before next meeting.</p>

<b>Item Sixteen - AOCB</b>	
<ul style="list-style-type: none"> <li>• It was advised that another recruitment advert would be put out similar to the one last year to try and recruit more committee members as now down to 10.</li> <li>• Committee approved the staff suggestion of allowing 3 members of staff in the office at a time as we try and get back to 'normal'. The office would still remain closed to the public.</li> <li>• It was advised that 4 tenants attended the first Resident's Panel meeting since Covid, and that it was a productive meeting.</li> <li>• Committee approved the GWSF affiliation fee for 2022/23.</li> <li>• Committee were advised that Beild 24 who do our out of hours calls were increasing their prices by 3%.</li> </ul>	
<b>Item Seventeen – Date of Next Meeting</b>	
It was agreed the next meeting would take place on Wednesday 30 <sup>th</sup> March at 6pm.	

Signed:	Date:
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