

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 26th May 2021 at 6.00pm via Microsoft Teams.

Present

Janet Stitt (Full Member)
 Fiona Connolly (Full Member)
 Diane Hendry (Full Member)
 Joshua Campbell (Vice-Chair)
 Bernadette Swindon (Chair) Items 3, 5, 6, 7, 8, 9,10 & 11
 Nicola Lyden (Secretary)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Alison Leabody (Acting Property Services Manager)
 Graeme Bruce (Lethame Business) Items 1, 2 & 4
 Ian MacLeod (Brown & Wallace) Items 1,2, 4 & 3

Item One – Apologies and Declarations of Interest	ACTION
<p>Apologies were received from Eleanor Shannon, Liz Grass and Willie Croft. It was advised that Bernadette Swindon was running slightly late and Joshua Campbell would therefor chair the meeting. It was agreed that the running order would be changed to allow Graeme Bruce to present the accounts before Item 3.</p>	
Item Two – Minutes of Previous Meeting held on 28th April 2021	
<p>This paper was circulated to committee prior to the meeting. Committee were happy with the new layout of the minutes. Admin officer to send an email out to all committee members requesting approval for their names to be included in the minutes for the website. There were no other comments and the minutes were proposed by Joshua Campbell and seconded by Nicola Lyden.</p>	<p>AO to send email requesting approval for name on website.</p>
Item 4 – Management Accounts to 31st March 2021	
<p>This paper was circulated to committee prior to the meeting. Graeme Bruce took committee through the accounts and answered any questions. Committee advised they were happy with how these were presented and that they found the narrative report very useful. There were no other comments and the accounts were approved. Graeme Bruce left the meeting at this time, committee thanked him for his time. Bernadette Swindon joined the meeting at this point.</p>	

Item 3 – Guest Speaker Ian McLeod, Brown & Wallace – Stock Condition Survey	
<p>Ian McLeod advised that he had carried out a stock condition survey in 2019 and that it was all in good condition. More recently he, the Director, the Acting Property Services Manager and the Temporary Maintenance Officer had met to discuss the need for the window replacement in Ph1&2. It had been agreed that the stock condition survey in 2019 had shown these windows to be in good condition and could wait another 5 years from when they are due.</p> <p>Ian also discussed the kitchen storage failures that we had in some properties and explained what exceptions, abeyances and failures were. He advised kitchen storage was the only failure found and they were all only by a small amount. The kitchens that failed are due to be replaced in the next 18 months and would be brought up to the correct cubic capacity at that time. Ian further advised that we have 3 abeyances; 2 which are tenants own kitchens and one which has been wheelchair adapted.</p> <p>Here were no other comments or questions and Ian McLeod left the meeting at this point. Committee thanked him for his time.</p>	
Item 5 – CD Consulting Report – ARC Validation Report & Appendix	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Following a discussion this paper was noted by committee.</p>	
Item 6 – Improvement Plan Progress Report	
<p>This paper was circulated to committee prior to the meeting.</p> <p>A discussion took place around point AN3 regarding asbestos and any checks that have been carried out and how contractors are advised if any is present. Committee were advised we have a H&S consultant who advises on what is required and that he is currently working on the H&S policy and asbestos would be covered in that also. It was agreed that every contractor should be advised about any asbestos at the start of every year.</p> <p>It was agreed that H&S should go back on the agenda as a standing item and could cover areas such as gas servicing/safety, electrical testing and smoke detector upgrades.</p> <p>There were no other comments and this paper was noted.</p>	<p>H&S to go back on agenda as standing item.</p>
Item 7 – ARC Submission 2020/21 (Slide Presentation)	
<p>This presentation was not carried out as it was felt it would be a duplication of the Christine Duggan report already discussed in Item 5.</p> <p>It was agreed that an ARC Comparison Report with all the up to date figures would be produced for the next meeting.</p>	<p>ARC comparison report for next meeting.</p>

There were no questions or comments.	
Item 8 – Housing Management Report	
This paper was circulated to committee prior to the meeting.	
After a short discussion this paper was noted by committee.	
Item 9 – Maintenance Report	
This paper was circulated to committee prior to the meeting.	
Committee agreed to changing the maintenance policy as requested and also to the use of the complex repairs category where necessary in extreme circumstances.	Maint Policy to be amended.
A discussion took place about length of time for contractors to attend jobs in extreme weathers and tenant expectation.	
Committee were advised that the tender update will be presented in June as it has yet to be checked by Brown& Wallace.	
There were no other comments. This paper was proposed by Jpshua Campbell and seconded by Fiona Connolly.	
Item 10 - AOCB	
<ul style="list-style-type: none"> • 3 invoices were approved by committee due to their value; Lethame Business, Sheils Construction and Stanley. • The Tenant Engagement report had been received from McLaren Consultancy and would be discussed at the additional meeting next week. Committee were reminded that this meeting was on the 2nd June at 6pm. • It was agreed that meetings would start at 6.15pm to allow committee members time to get home from work. • Committee were advised that Kirsty McLaughlin was leaving as she had secured permanent employment elsewhere. Committee wished her well in her future employment. • The director advised he wanted to discuss future staffing with committee and the admin officer left the meeting at this point due to conflict of interest. 	
Item 11 – Date of Next Meeting	
It was agreed the next meeting would take place on Wednesday 30 th June 2021 at 6.15pm.	

Signed:	Date:
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