

FOR APPROVAL

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 26<sup>th</sup> October 2023 at 6.00pm via Microsoft Teams.**

**Present**

Willie Croft (Chairperson)  
Diane Hendry (Vice-Chair)  
Gerard Doherty (Full Member)  
Bernadette Swindon (Full Member)  
Michael McAllister (Full Member) Items 1-5  
Graham Dunlop (Full Member)  
Jean Martin (Full Member)

**In Attendance**

Paul McShane (Director)  
Sara Pattison (Corporate Services Officer)  
David Archibald (Henderson Loggie) Items 1-5

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
Apologies were received from Nicola Lyden. Robert Devine advised he was unable to access the meeting due to technical issues. The Director advised he would chair the meeting until Item 2 where the Office Bearers would be elected.	
<b>Item Two – Election of Office Bearers</b>	
A discussion took place regarding the election of Office Bearers. The CSO advised that although not present tonight, Nicola Lyden has advised she is happy to stand as Secretary again should there be no other nominations.  <b>Item 2.1 – Election of Chairperson</b> Diane Hendry nominated Willie Croft for election as Chairperson.  There were no other nominations and Willie Croft was duly elected as Chairperson. Proposed by Diane Hendry and seconded by Graham Dunlop.  <b>Item 2.2 – Election of Vice-Chairperson</b> Willie Croft nominated Diane Hendry for election as Vice-Chair.  There were no other nominations and Diane Hendry was duly elected as Vice-Chair. Proposed by Willie Croft and seconded by Bernadette Swindon.  <b>Item 2.3 – Election of Secretary</b> Willie Croft nominated Nicola Lyden for election as Secretary.	

<p>There were no other nominations and Nicola Lyden was duly elected as Secretary. Proposed by Willie Croft and seconded by Gerry Doherty.</p> <p>One committee member suggested getting training for succession for office bearers so that others may be more confident in future; the CSO advised she would look into training. The Director advised this would be covered in Committee appraisals.</p>	
<p><b>Item Three – Minutes from Previous Meetings</b></p>	
<p>These papers were circulated to committee prior to the meeting.</p> <p><b>Item 3.1 – Minutes from Committee Meeting on 30/08/23</b> There were no questions or comments and the minutes were approved. Proposed by Graham Dunlop and seconded by Diane Hendry.</p> <p><b>Item 3.2 – Minutes from A&amp;R Sub-Committee Meeting on 22/08/23</b> It was advised that these were circulated for information only.</p> <p>Committee were advised that they should have also received the action points; however as the CSO had been off this had been missed. The CSO shared this item on her screen and advised there was not much change from the last time it was shared.</p>	
<p><b>Item Four – Annual Assurance Statement 2023</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Director and David Archibald advised that this has been discussed and prepared with senior management and Henderson Loggie. They were advised that areas of non-material significance requiring attention were included. Following a short discussion this was approved. Proposed by Willie Croft and seconded by Graham Dunlop.</p>	
<p><b>Item Five – Henderson Loggie Reports on Reactive &amp; Void Maintenance and Annual Assurance Report 2022 (David Archibald in Attendance)</b></p>	
<p>These papers were circulated to committee prior to the meeting.</p> <p><b>Annual Assurance Report</b> David Archibald advised this paper was to give the Management Committee the confidence that Henderson Loggie have looked at the evidence to back up the statement and that they are comfortable that there are no areas of material significance. He emphasised how far Trafalgar have come from 2-3 years ago and how important it is that Trafalgar keep up the good work. It was also highlighted that although there has been a lack of appraisals; committee training has still been carried out.</p>	

**Reactive & Void Maintenance**

David advised that this audit covered voids, reactive repairs and procurement and it had been given a satisfactory grading. David advised that there were 9 areas for improvement but none overly concerning. David highlighted to committee that although 9 areas of weakness may seem high this was 3 audits in one paper. David talked committee through the weaknesses and advised that some smaller items like updating the website had already been completed since the paper was produced.

Following a questions about Single Supplier Justification (SSJ) committee were advised that this was simply a form that should be completed to document why they have used this supplier/contractor. Committee requested this form come to them for approval before work is carried out by any single supplier.

Committee were concerned about the lack of post inspections being carried out and tenant feedback forms not being completed; however they were assured that it was already in motion to improve this going forward. They were advised that post inspections would only take place on larger jobs, and most cases would only require contacting tenants to ensure they are happy with the work.

Following a discussion it was agreed that this should be brought back to the full committee to discuss going forward due to the importance of it and that it covers such a wide area. It was advised that the Property Service Manager would report back to committee on the progress. David Archibald also confirmed that Henderson Loggie would carry out a follow up report in a few months to see what weaknesses have been addressed.

See Action Plan

*David Archibald left the meeting at this point. Committee thanked him for his time. Michael McAllister also left the meeting at this point.*

**Item Six - AOCB**

- The Director advised we had had excellent tenant satisfaction results from the last quarter's survey. The CSO shared her screen to show the results.
- THE CSO shared her screen to show the RAAC Request Form we are returning to the SHR. Committee were advised we are very confident that we don't have any RAAC; however we want to get confirmation from engineers to be able to provide reassurance.
- Committee approved the request from the Property Services Manager to allow the Maintenance Assistant to be able to approve work up to £300.
- The Director advised about a sensitive case of disrepair to a property resulting in a large cost to the Association. [REDACTED]
- One committee member enquired about a Christmas lunch/dinner. The CSO advised she would try and find a suitable date and location.

<ul style="list-style-type: none"> <li>• One committee member enquired about community engagement and whether we could try and implement any of the ideas that were prevented from happening at the time due to covid.</li> <li>• One committee member highlighted their concern about the Business Plan not being updated. The Director advised that he and the Financial Consultant would be working on it in the next month and then it would be brought to committee for their involvement.</li> </ul>	See Plan      Action
<b>Item Seven - Date of Next Meeting</b>	
To be confirmed.	

Signed:	Date:
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