

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 24th November 2021 at 7.30pm via Microsoft Teams.

Present

Diane Hendry (Vice-Chair)
 Janet Stitt (Full Member)
 Joshua Campbell (Full Member)
 Graham Dunlop (Full Member)
 Fiona Connolly (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Chris Chalk (Housing Manager)
 Alison Leabody (Property Services Manager)
 Graeme Bruce (Lethame Business Ltd)
 Emma Tilley (Henderson Loggie) – Items 1 & 5

Item One – Apologies and Declarations of Interest	ACTION
<p>Apologies were received from Liz Grass, Bernadette Swindon, Nicola Lyden and Willie Croft. There were no declarations of interest. It was agreed that Diane Hendry would chair the meeting in the absence of Bernadette Swindon. It was agreed to go straight to Item 5 to allow Emma Tilley to present.</p>	
<p>Item Five – Consolidated Action Plan Update (Emma Tilley from Henderson Loggie in Attendance)</p> <p>This paper was circulated to Committee prior to the meeting.</p> <p>Emma took committee briefly through the paper and advised that they have been working on this since August to collate all the actions, and the report is used to focus on the recommendations.</p> <p>Following a discussion it was agreed that the table on Page 4 of the report would be brought to committee monthly and a more detailed report quarterly.</p> <p>Emma left the meeting at this time and committee thanked her for her time.</p>	
<p>Item Two – Minutes of the Previous Meeting held on 27th October 2021</p> <p>This paper was circulated to Committee prior to the meeting.</p> <p>Regarding Item 9 committee were advised that 2% had been assumed on the budget.</p>	

There were no other questions or comments and minutes were proposed by Graham Dunlop and seconded by Janet Stitt.	
Item Three – Directors Report	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director took committee through the paper. With regard to the Staff Structure Proposals the Director advised the he would seek advice from EVH re grading and he hoped to have both jobs advertised in the next few weeks and filled by the ned of January 2022. Committee approved the 2 new positions.</p> <p>There were no other questions or comments.</p>	
Item Four – Matters Arising from Committee Meeting on 27th October 2021	
<p>4.1 Staffing Costs Committee were advised this had already been covered in Item 3.</p> <p>This paper was circulated to Committee prior to the meeting.</p> <p>4.2 Adaptations Policy Following a discussion it was agreed that the Property Services Manager would make some small changes again and the policy would be brought again at the next meeting for approval.</p>	PSM to make changes to policy and bring back to next meeting.
Item Six – Business Plan Update	
<p>Committee were advised that the Management Team and Finance Consultant would be meeting on Thursday 25/11/21 to discuss what still needs to be passed to NorthStar to get the Business Plan complete. They were advised that the Risk Register had been sent back to Henderson Loggie for comment and would be incorporated in the Business Plan.</p> <p>The Director advised the Business Plan should be brought to committee at the next meeting.</p>	All required info to be passed to NorthStar.
Item Seven – Quarter 2 Management Accounts to 30th September 2021	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Financial Consultant took Committee through the paper. He advised that some actual figures were quite different from the budgeted figure and for the most part this was to do with Covid-19 affecting the spend.</p> <p>Following some discussions this paper was noted.</p>	
Item Eight – Update on LIBOR Replacement Proposals	
This paper was circulated to Committee prior to the meeting.	

Committee were advised that TC Young were currently reviewing the RBS documentation and that Nationwide Building Society Loans would be repaid by 31/12/21.	
Committee noted the paper.	
Item Nine – Updated Financial Regulations	
This paper was circulated to Committee prior to the meeting.	
Committee approved the proposed increase in authorisation limits for the Director and Property Services Manager in Appendix 1. Appendix 1 to be amended to reflect that no cash is received in the office. Appendices 1-3 to be brought back to committee once amendments made.	Financial Consultant to make amendment to Policies.
The Financial Consultant to advise committee of when the insurance tender is due.	Financial Consultant to provide insurance tender date.
Item Ten – Treasury Management Report	
This paper was circulated to Committee prior to the meeting.	
Following a discussion this paper was noted by Committee.	
Item Eleven – Response to Management Letter	
This paper was circulated to Committee prior to the meeting.	
The draft Response to the Management Letter was approved by Committee.	
Item Twelve – Housing Management Report	
This Paper was circulated to Committee prior to the meeting.	
The Housing Manager took Committee through the paper and there were no questions. He went on to advise of the Tenant Hardship Fund which had been made available from local authorities. He advised he and the Housing Officer had been working very hard to identify those who would be eligible and complete the applications.	
Item Thirteen – Proposed Level of Rent Increase	
This paper was circulated to Committee prior to the meeting.	
Committee were advised that this was just to illustrate the inflation figure and the pressures it poses. It was advised that our Business Plan budgets for CPI + 1% which would mean a proposed rent increase of 5.2%. The Housing Manager gave a few examples to committee of what the rent increase could be in pounds and pence. A lengthy discussion took place over this item. It was agreed that the Financial Consultant would run scenarios of CPI, CPI + 0.5% and CPI + 1% to show how it would affect our long term budget for the next meeting.	Financial Consultant to run Scenarios of CPI, CPI+1% and CPI+2% for next meeting.

Item Fourteen – Maintenance Report	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Property Services Manager presented her paper to Committee. It was agreed that a comparison of actual spend against the budget would be brought to Committee on a quarterly basis.</p>	<p>PSM to prepare a paper showing actual spend against the budget every quarter.</p>
**Committee were advised at this point that the meeting had passed 2 hours. Committee were happy to continue as only a few items left.	
Item Fifteen – Health and Safety Update	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were advised that the Director had contacted Brown and Wallace who procured the contract and they advised we had to first advise them of our dissatisfaction and allow them reasonable time to improve. Following that advice the Property Services Manager had a meeting earlier today with Kingdom Gas to advise that we weren't happy with the service. The PSM was now able to access the portal and this alleviated some of the concerns she had.</p> <p>Committee were advised that more fire detection upgrades had been carried out since the paper was issued. There were some concerns from Committee that the upgrades would not be completed on time. However they were advised that if there was any issue in gaining access to complete these upgrades then we would force entry although this would only be a last resort. The PSM will provide further updates in the January meeting.</p>	<p>PSM to provide update on fire detection upgrades in January meeting.</p>
Item Sixteen - AOCB	
<p>A Paper was circulated to Committee prior to the meeting re the texting service.</p> <ul style="list-style-type: none"> • The Housing Manager advised that if Committee were happy with the costs then we should hopefully be live by Christmas. Committee agreed and were happy to proceed. • Committee were advised that a provisional date of 8th December had been booked for Affordability Training. If this doesn't suit it will be January. The Admin Officer to email members for availability. • Committee were advised that Dalmuir Park are donating around £500 towards a defibrillator which would be located outside the Golden Friendships hall in Dalmuir and were asked if we wanted to match the donation. Committee agreed to match the donation for a defibrillator. 	<p>AO to email committee for availability for training.</p>
Item 17 – Date of Next Meeting	
<p>This would be confirmed depending on the responses to the Admin Officers email.</p>	

Signed:

Date: