

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 1<sup>st</sup> March 2023 at 6.00pm via Microsoft Teams.**

**Present**

Willie Croft (Chairperson)  
 Janet Stitt (Full Member)  
 Diane Hendry (Vice Chair)  
 Gerard Doherty (Full Member)  
 Robert Devine (Full Member)  
 Nicola Lyden (Secretary)  
 Bernadette Swindon (Full Member)  
 Michael McAllister (Full Member)  
 Graham Dunlop (Full Member)  
 Jean Martin (Casual Vacancy)

**In Attendance**

Paul McShane (Director)  
 Chris Chalk (Housing Manager)  
 Graeme Bruce (Lethame Business)  
 Megan McAllister (Temp Admin Assistant)  
 John Ross (Wilson Adrain) Item 12

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
It was advised that Jean Martin had submitted an application to join the Management Committee. This was approved and she was welcomed to the meeting. It was advised that she would be joining as a casual vacancy and would therefore count towards quorum at meetings.	
<b>Item Two – Minutes of Previous Meeting held on 25/01/23</b>	
This paper was circulated to Committee prior to the meeting.  There were no questions or comments and this paper was approved as an accurate representation of the meeting.  Proposed by Bernadette Swindon and seconded by Robert Devine.	
<b>Item Three – Progress Action Points from Committee</b>	
This paper was circulated to Committee prior to the meeting.  The Director provided a further update on some of the points. He advised that we had received joint funding for definitely one and hopefully 1.5 welfare/energy advisors. He advised he was having another meeting this week and would hopefully provide another update at the next meeting. Both the Director and Chairperson felt the meeting with SHR had went well and they were happy with the work carried out and progress made. He advised they will update once we receive the formal notice from the SHR at the end of March.	See Action Plan

There were no other questions or comments.	
<b>Item Four – CAP Update</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Director advised that good progress is still being made and Henderson Loggie are happy with the consistent progress. Committee were advised the Management Team had work to do with the Service Delivery Plan and they would hopefully report back in at the end of March, if not the April meeting.</p> <p>The Director advised there would be an update at the end of March demonstrating the progress made in the past year similar to that of the CAP.</p> <p>There were no other questions or comments.</p>	
<b>Item Five – Management Accounts to 31 December 2023 – Graeme Bruce in Attendance</b>	
<p>These papers were circulated to committee prior to the meeting.</p> <p>Graeme Bruce advised that they were a healthy set of figures, but all staff will continue to monitor spend.</p> <p>Following a question Graeme advised that he expected the variance between the estimated and actual figures on major repairs to reduce by the end of the financial year.</p> <p>It was noted that in the next few years we were not expecting any big component spend or major spend.</p> <p>Following another question Graeme advised that the Revenue Reserves was not a real figure and was an amalgam of all the assets less all the liabilities. He noted that the most important figure on the balance sheet was cash.</p> <p>It was also mentioned that training sessions on finance could be useful especially for newer members.</p> <p>There were no other questions or comments.</p>	
<b>Item Six – Salary/Cost of Living Increase 2023/24</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>There were no questions or comments and this paper was approved.</p>	
<i>The Director, Housing Manager and Temp Admin Assistant left the meeting at this point. The minute for Item 7 is produced by Graeme Bruce.</i>	
<b>Item Seven – Verbal Pension Consultation Update from Graeme Bruce</b>	
CONFIDENTIAL MINUTE	
<i>The Director, Housing Manager and Temp Admin Assistant re-joined the meeting at this point.</i>	

<b>Item Eight – Draft Amended Standing Orders to Incorporate Operations and Audit &amp; Risk Sub-Committee</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Director advised that in section 8.2.1 item c) he has kept in the small section about Development. It was noted that we have no plans at the moment to develop, and this is purely being kept in in case anything changes.</p> <p>It was advised we expect to have around 5 or 6 on each sub-committee and these will meet quarterly to fall in with the quarterly management accounts and also regulatory returns.</p> <p>Committee were very keen for the introduction of sub committees to result in less committee meetings in the year and agreed that we cannot ask members to attend more meetings than we already do.</p> <p>All were happy with the paper and approved.</p>	
<b>Item Nine – Quarterly Maintenance Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no other questions or comments and the paper was noted.</p>	
<b>Item Ten – EESSH 2 Review Report from GWSF</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>For those that weren't aware the Director advised that EESSH related to the energy efficiency standards. It was advised that there is an EESSH scale of A-F and for EESSH 2 all properties must be A or B. The Director advised that all our properties were currently B's or C's. The Director advised the costs of EESSH2 would be huge for all Associations and can't see it as affordable for most. There is also a huge resource issue with materials and contractors.</p> <p>One committee member suggested the Association should be quantifying the measures required to meet EESH 2 in our C rated properties as for some it may not be that much. The committee member felt it would be beneficial to know how many properties do not meet EESSH 2 and the cost involved in getting them there.</p> <p>There were no other questions or comments and the paper was noted.</p>	
<b>Item Eleven – Directors Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The paper was noted.</p> <p><b>Item 11.1 – M2 Quotation</b></p> <p>Committee were advised the server was no longer compliant and we would have to be ported to the cloud. This would mean that the</p>	

physical server in the office could be removed. There were no other comments and the proposal was approved.	
<b>Item 11.2 – GWSF Rent Increase Survey for April 2023</b> The Director highlighted to committee that the paper shows that out of the 49 Associations listed only 2 have average rent levels lower than our; all others are higher. There were no other comment sand the paper was noted.	
<i>John Ross from Wilson Adrain joined the meeting at this point.</i>	
<b>Item Twelve – Health and Safety Audit Report</b>	
This paper was circulated to Committee prior to the meeting.  John Ross took committee through the 11 actions that were highlighted during the audit. He advised that some of these actions had already been actioned and closed off and that none of them gave him any real cause for concern. He advised he was happy with the audit and could see previous suggestions had been implemented and staff were keeping paper work up to date.  Following a question from a committee member John confirmed that the Association had already carried out a fire risk assessment of all our closes and that he had received the report from the external contractor.  There were no other questions or comments and the paper was noted.	
<i>John Ross left the meeting at this point. Committee thanked him for his time.</i>	
<b>Item Thirteen – Quarterly Satisfaction Report</b>	
This paper was circulated to Committee prior to the meeting.  There were no other questions or comments and the paper was noted.	
<b>Item Fourteen – Equalities Impact Assessment for Equalities Policy</b>	
This paper was circulated to Committee prior to the meeting.  There were no other questions or comments and the paper was noted.	
<b>Item Fifteen - AOCB</b>	
These papers were circulated to committee prior to the meeting.  <b>Item 15.1 – GWSF Affiliation Fee</b> This paper was noted.  <b>Item 15.2 BR24 Price Increase</b> This paper was noted.	

<ul style="list-style-type: none"> <li>• One committee member highlighted that WDC are going through cost saving proposals at the moment. One proposal is to cut the funding for both Working 4 U and West Dunbartonshire Citizens Advice Bureau by 90%. The committee member requested that the Housing Manager write a letter to the councillors advising of the detrimental effect this would have to our tenants and the invaluable service they provide following the loss of the IRC last year.</li> <li>• One committee member advised that Housing Associations can send referrals to a GP practise advising that the person could use support from Community Links or Citizens Advice and they can arrange for them to come in to the practise for a meeting.</li> <li>• The Housing Manager advised that following our successful application to the Winter Hardship Fund, Scottish Housing News have been in touch about doing a positive publicity story about it. Following a request a committee member agreed to come in to the office for a picture with staff to go along with the article.</li> <li>• Committee requested an update on the equalities training for next month. It was requested the Corporate Services Officer send out an email to update.</li> <li>• The Director advised that he had agreed with other local Associations to try and combine training sessions to share costs etc.</li> </ul>	<p>See Plan      Action</p>
<p><b>Item Sixteen – Date of Next Meeting</b></p>	
<p>It was agreed the next meeting would be held in person at the Golden Jubilee on 29/03/23.</p>	

Signed:	Date:
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