

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 29th March 2023 at 6.00pm in the Golden Jubilee and via Microsoft Teams.

Present

Janet Stitt (Full Member)
 Diane Hendry (Vice Chair)
 Gerard Doherty (Full Member)
 Nicola Lyden (Secretary)
 Robert Kane (Full Member)

In Attendance

Paul McShane (Director)
 Chris Chalk (Housing Manager)
 Alison Leabody (Property Services Manager)
 Sara Pattison (Corporate Services Officer)
 Graeme Bruce (Lethame Business) Items 3-8

Item One – Apologies and Declarations of Interest	ACTION
Apologies were received from Willie Croft, Bernadette Swindon, Michael McAllister and Jean Martin.	
Item Two – Minutes of Previous Meeting held on 01/03/23	
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 Janet Stitt and seconded by Nicola Lyden.	
Item Three – Progress Action Points from Committee	
This paper was circulated to Committee prior to the meeting. Committee were given the following updates – Sharing Corporate Services - The Director advised that he was having a further meeting the first week in April with other local associations and will update at the next meeting. Bike Sheds - The Corporate Services Officer advised that the council had rejected our request for placing them on the pavements. We have contacted the local councillor for support and asked for a site visit. Stock Rebuild Survey - The Director advised that he had contacted a company and was awaiting a quote in the next few days. He will update at next meeting. Procurement Policy – The PSM advised that TC Young are no longer involved and that she has reviewed the policy and amended to tie in with the Financial Regulations Policy. This has now been sent to Henderson Loggie for further review.	See Action Plan

<p>Grants and Funding – The Housing Manager advised that we have managed to pay 100% of the tenants which we were delighted about. Research Resource – Committee were provided with a copy of the questionnaire for their information. Committee agreed to incentive prizes of 1 x £100, 1 x £50 and 1 x £25 for those who participate.</p> <p>There were no other questions or comments.</p>	
<p><i>Graeme Bruce joined the meeting at this point.</i></p>	
<p>Item Four – CAP Update</p>	
<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.</p> <p>There were no other questions or comments.</p>	
<p>Item Five – Regulation Plan Update (for Publication 31/03/23 – Verbal Update at meeting from Director)</p>	
<p>The Corporate Services Officer shared the engagement plan sent from the Director advising that our regulatory status is compliant. It was noted that is due to a lot of hard work from our external consultants and all staff. It was noted that this result and the engagement plan letter will get shared with staff and committee from 31/03/23.</p>	
<p>Item Six – Final Budget (Graeme Bruce in Attendance)</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme advised there was not many changes from the draft. He advised that he, the Director and Corporate Services Officer were meeting with the insurer’s tomorrow morning to discuss the renewal but expected this to fall close to the amount in the budget. Graeme Bruce confirmed that we were covenant compliant, and that and the cash in bank was most important.</p> <p>There were no other questions and the budget was approved.</p>	
<p>Item Seven – Long Term Projections (Graeme Bruce in Attendance)</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme apologised for the lateness in the circulation of thee papers. Graeme advised these are very raw figures and are always based on a worst case scenario. He advised these are a starting point for discussion with senior management and will be brought back to committee. For assurance committee were advised that once finalised these figures will be scrutinised by Paul McNeil before being sent to internal and external auditors who also further check them.</p> <p>Committee requested that they are provided with graphs etc to make the paper easier to understand. Several committee members also</p>	

<p>requested a training session with Graeme to help them with their understanding of the financial papers. Graeme advised he would get this arranged.</p> <p>There were no further questions and the paper was noted.</p>	
<p>Item Eight – Value for Money Statement (Graeme Bruce in Attendance)</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme Bruce advised that this paper was brought to give assurance as to how the budget figures were arrived at.</p> <p>There were no questions and this paper was approved.</p>	
<p><i>Graeme Bruce left the meeting at this time. Committee thanked him for his time.</i></p>	
<p>Item Nine – Property Maintenance Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Property Services Manager highlighted that this paper was being brought back purely to discuss the Framework Agreement as a decision wasn't made at the last meeting. Following a lengthy discussion it was agreed that we would go out to tender for framework agreement.</p> <p>The PSM advised that the procurement policy has been reviewed to tie in with the financial regulations; however the procurement policy has not yet been approved.</p>	
<p>Item Ten – Health and Safety Update</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and the paper was noted.</p> <p>The Property Services Manager advised that the gas servicing tenders had been returned. There were five returns with four being suitable for scoring. Once she, the Director and Finance Agent had had all completed their scoring these would be returned to Brown and Wallace for checking.</p> <p>It was noted that the next roof anchors inspection was due in July 2023.</p> <p>Following a discussion the PSM agreed that a policy on Mould would be a good idea to ensure there was a definite guidance for dealing with it. Committee were advised of our current procedure if a tenant complains about mould in their property.</p>	<p>See Action Plan</p>
<p>Item Eleven – Former Tenant Arrears Write-Off Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and committee approved the write-off of former tenant arrears.</p>	

Item Twelve – Proposed Committee and Sub-Committee Meeting Dates 2023/24	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were not happy with the proposal set out in the paper as they felt it was adding more meetings to the amount we currently had. The Director advised that he felt this proposal would allow for the meetings to be significantly shorter than they currently are, however committee were still keen for the number to be reduced. Following this discussion the Director advised he would look to reduce the full committee meetings down to 6 a year with quarterly sub-committee meetings and bring the paper back at the next meeting.</p> <p>Following a discussion the committee then decided which sub-committee they would prefer. Those not present have been added post meeting.</p> <p><u>Audit and Risk</u> – Janet Stitt, Diane Hendry, Nicola Lyden, Willie Croft, Michael McAllister and Bernadette Swindon.</p> <p><u>Operations</u> – Gerry Doherty, Robert Kane, Graham Dunlop, Robert Devine and Jean Martin.</p>	<p>See Action Plan</p>
Item Thirteen – Directors Report	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director took committee through his report.</p> <p>With regard to the donation in memory of an ex staff member it was agreed by committee that we would match the amount previously given for a committee member.</p> <p>With regard to recruitment for the Housing Manager position the Director advised he had spoken to EVH about recruitment for this position. He confirmed that no decision would be made without a discussion with all 3 office bearers.</p> <p>There were no other questions or comments and the paper was noted.</p>	
Item Fourteen – AOCB	
<ul style="list-style-type: none"> • The Corporate Services Officer confirmed that there was Equalities training booked in for 05/04/23. She would send out an email the next day confirming the time. • The Director advised of a situation where a tenant was requesting a rent free period. One committee member queried whether this was a matter for the committee to be involved in. Following a lengthy discussion it was agreed that the Director would seek advice and if necessary bring back more information at the next meeting. 	
Item Sixteen – Date of Next Meeting	

The date of the next meeting is yet to be confirmed as it may depend on the proposed dates for the meetings going forward.	
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