

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 30th November 2022 at 6.00pm in the Golden Jubilee Hotel and via Microsoft Teams.

Present

Willie Croft (Chairperson)
 Janet Stitt (Full Member)
 Diane Hendry (Vice Chair) Items 3 - 16
 Gerard Doherty (Full Member)
 Robert Devine (Full Member)
 Nicola Lyden (Secretary) Items 3 -16
 Graham Dunlop (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Graeme Bruce (Lethame Business) Items 5 – 16
 Gary Hoffman (Hoffman Security) Items 1, 2 & 4

| Item One – Apologies and Declarations of Interest | ACTION |
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| <p>Apologies were received from Bernadette Swindon and Michael McAllister due to technical issues.</p> <p>It was advised that Robert Kane had requested a leave of absence from October due to ill health. He will re-assess the situation in January. This was agreed.</p> <p>The Admin Officer declared an interest in Item 11.3 and advised she would step out the meeting for that item.</p> <p>One committee member declared an interest with Arneil Johnston as they have also done work for their employer.</p> | |
| Item Two – Minutes of Previous Meetings | |
| <p>These papers were circulated to Committee prior to the meeting.</p> <p>Item 2.1 – Minutes from Meeting Held on 26/10/22 There were no comments or questions and the minutes were approved. Proposed by Robert Devine and Seconded by Janet Stitt.</p> <p>Item 2.2 – Minutes from Meeting Held on 15/11/22 There were no comments or questions and the minutes were approved. Proposed by Robert Devine and Seconded by Janet Stitt.</p> | |
| Item Four – Gary Hoffman Presentation on CCTV | |
| <p>Gary Hoffman shared his presentation with Committee. He advised committee of the work he had carried out and the location of each camera. He provided images from each camera demonstrating the coverage and also explained how staff were now able to access this from phones and laptops. The Director advised we may need to look</p> | |

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| at relocating some of the cameras as some trees have grown since they were first installed and some are obstruction the site line. | |
| <i>Gary Hoffman left the meeting at this point and committee thanked him for his time.</i> | |
| Item Three – Progress Action Points for Committee | |
| This paper was circulated to committee prior to the meeting. Committee were happy with the updates provided on the paper. It was noted that several of the actions points were included on the agenda. There were no other questions or comments and the paper was noted. | |
| <i>Graeme Bruce joined the meeting at this point.</i> | |
| Item Five – Progress on CAP | |
| This paper was circulated to committee prior to the meeting. Committee were happy with the continuing progress being made. The paper was noted. | |
| Item Six – Management Accounts to 30 September 2022 – Graeme Bruce in Attendance | |
| This paper was circulated to committee prior to the meeting. Graeme advised that it was a strong set of figures. Following a question Graeme advised that the surplus is due to a reduction in repairs as he had assumed an even spread of spend. He anticipates this surplus to reduce in Q3 and Q4. Following another question Graeme advised he was in the process of reviewing the service charge income. There were no other questions or comments and the accounts were approved. | |
| Item Seven – Revised 30 Year Projections – Graeme Bruce in Attendance | |
| This paper was circulated to committee prior to the meeting. Graeme apologised for the late distribution of the paper. He advised that Appendix 1 demonstrated the impact the economic situation was having and the effect it would have on our cash balance. He suggested we may have to look at the lifespan of our components going forward. Graeme advised that he thinks the Government will make an announcement mid-December and it will be an average/cap of 5%. There were no questions and the paper was noted. | |
| Item Eight – Pension Consultation Proposal from Spence – Graeme Bruce in Attendance | |
| This paper was circulated to committee prior to the meeting. | |

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| Following a short discussion committee approved the use of Spence and Partners to carry out the pension consultation. Graeme Bruce will speak to Spence to get the process started as soon as possible. | |
| Item Nine – Rent Affordability Proposal from Arneil Johnston | |
| This paper was circulated to Committee prior to the meeting. | |
| Following a short discussion committee approved the use of Arneil Johnston to carry out the rent affordability survey. | |
| Item Ten – Research Resource Proposal for In-Depth Tenant Satisfaction Survey | |
| This paper was circulated to Committee prior to the meeting. | |
| Following a short discussion committee approved the use of Research Resource to carry out the in-depth satisfaction survey. Committee requested they see the questionnaire before it is signed off. | See Action Plan |
| Item Eleven – Directors Report | |
| This paper was circulated to Committee prior to the meeting. | |
| Item 11.1 – GWSF Rent Increase Paper Following a short discussion this paper was noted. | |
| Item 11.2 – GWSF Communication re Rent Increase The Director advised he was trying to give committee the most up to date information; however this was changing all the time. This paper was noted. | |
| The Admin Officer left the meeting at this point. | |
| Item 11.3 – Gleneagles Report on Staff Structure This paper was approved. | |
| The Admin Officer re-joined the meeting. | |
| Item 11.4 – MI Housing Tenant Satisfaction Results This paper was noted. | |
| Office Opening Committee agreed to the office reopening as per the previous opening hours. A rota will be drawn up advising who will be in the office on what days. | |
| EVH Committee were advised that the best option would be for an impartial person with a neutral view to write up a paper outlining the advantages and disadvantages of becoming a full member of EVH. They were advised the cost difference was minimal and wouldn't really be a factor. It was agreed this would be brought to the meeting in February. | See Action Plan |

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| There were no other questions or comments. | |
| Item Twelve – Brown and Wallace Proposal for Procurement of Reactive Repairs Framework | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee requested confirmation that the framework agreement is in keeping with our Procurement Policy. The Director and Graeme Bruce to discuss this.</p> <p>The proposal was approved pending confirmation of the above.</p> | <p>See Plan Action</p> |
| Item Thirteen – Health and Safety | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>Following a short discussion this paper was noted.</p> | |
| Item Fourteen – Policy Review | |
| <p>These papers were circulated to Committee prior to the meeting.</p> <p>14.1 – Draft Tenant Participation Policy It was noted that there wasn't an equalities impact assessment included with the policy. The policy was approved pending the equalities impact assessment being brought to the next committee meeting. Proposed Robert Devine and seconded Nicola Lyden.</p> <p>14.2 Draft CCTV Policy and Register It was noted that since this policy had been circulated that 2 additional cameras had been added in the office that aren't listed on the policy. It was also noted that there wasn't an equalities impact assessment included with the policy. The policy was approved pending the 2 additional cameras being added and the equalities impact assessment being brought to the next meeting. Proposed Janet Stitt and seconded Robert Devine.</p> | <p>See Plan Action</p> <p>See Plan Action</p> |
| Item Fifteen - AOCB | |
| <ul style="list-style-type: none"> • Strategy Day – Committee agreed to a strategy day in January on Saturday 21st or Sunday 22nd January. The Admin Officer advised there is availability on Saturday 21st Jan and will check for Sunday 22nd. Email will then be sent to committee advising. • It was advised that 2 share applications had been received from tenants. These were approved. It was noted that one of the applicants had also handed in an application to join the committee, and another tenant has also expressed an interest to join the committee. Once these have been received a meeting will be arranged with the Director and Chair and the applicants. | <p>See Plan Action</p> <p>See Plan Action</p> |
| Item Sixteen – Date of Next Meeting | |

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| It was agreed the next meeting would be held on 25 th January 2023 via Microsoft Teams with a Strategy Day proposed for 21 st or 22 nd January 2023. | |
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| Signed: | Date: |
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