



Minutes of the Meeting with Management Committee held on **Wednesday 28 February 2024 at 6pm**
via in person & via Microsoft Teams at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	Karen Brown (KB)
	Tommy Divers (TD)	Margaret Hemmings (MH)	
In Attendance	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Craig Anderson, Senior Finance Officer (CA)
	Richard Bolton, Senior Community Development Officer	Paul Murphy, Senior Corporate Services Officer (PM)	

	Agenda Item	Action
1.	<p>Welcome and Apologies</p> <p>AT welcomed everyone to the meeting.</p> <p>Apologies were NOTED for Jolene Martin, John Burton, Sandra Brown, Sharon Bonnar, Nicola Mooney and Elaine Hyslop.</p>	PM to update register.
2.	<p>Declarations of Interest</p> <p>PL declared an interest for Agenda Item 5.</p>	
3.	<p>3.1 Minutes of Management Committee Meeting held on 24 January 2024 (Issued in advance to committee)</p> <p>Proposed Karen Brown Seconded Callum Boughey</p> <p>Resolution: the minutes of the meeting held on 24 January 2024 were approved as a true and accurate reflection of the proceedings.</p>	PM to upload minutes to website.
4.	<p>4.1 Matters Arising</p> <p>PL went through the matters arising schedule from the previous meeting with committee.</p>	

	<p>PL reflected that the two items deferred from the February meeting the Budget 2024-2025 and the Management Accounts up to the 31st of December 2023 were on this meeting's agenda.</p> <p>PM advised committee that Nicola McGregor had stood down from the committee.</p> <p>PM added that the new agenda format approved had been implemented.</p>	SHR portal to be updated
5.	<p>5. Director Recruitment</p> <p>CB shared her joy at the successful appointment of PL to the post of Director.</p> <p>AT added that the PL was the outstanding candidate for the post.</p> <p>KB reflected that it can be a more difficult task when the interview panel already know the candidate.</p> <p>Committee congratulated PL.</p> <p>PL thanked CB and the committee for the strong working relationship developed over the years.</p>	
Items for decision / approval		
6.	<p>6. Community Development Team Funding</p> <p>RB joined the meeting</p> <p>RB provided an update on community activities.</p> <ul style="list-style-type: none"> • Cash for Kids – Successful application, slight financial shortfall which was filled by Forgewood Holdings after a successful application to them. • Still exceptionally busy with groups / booking etc. • Issue with heating system in main hall. • Part of the building will have to close for a time for repair work. <p>Committee APPROVED funding for a further 2 months for two community development staff members posts which were due to end on the 31st of March 2024.</p> <p>RB left the meeting.</p>	
7.	<p>7. Budget 2024-2025 (Issued in advance to committee)</p> <p>CA spoke to the report.</p> <p>CA began by reassuring committee that the annual budget comfortably meets all bank covenants and the Co-op is not in breach of any requirements.</p>	

	<p>The results show that all the key performance indicators have been achieved.</p> <p>PL discussed the report on the proposed borrowing from Nationwide and advised that PL, CA & our finance agent met with the lender recently and indications that were given were that the Co-op could borrow six times the amount being requested. The Heads of Terms will be drafted by Nationwide and the Co-op will provide all the required information including a revaluation of all stock.</p> <p>PL was asked for details on repayments and he confirmed the total monthly amount and totals owed.</p> <p>PL went on to confirm the new loan amount and interest rate.</p> <p>A member enquired about additional fees or charges and CA confirmed all costs incurred for the requested loan.</p> <p>PL went on to say that the Co-op could now continue with the bathroom replacement programme in the flats in our estate.</p> <p>Committee also discussed the following: -</p> <ul style="list-style-type: none"> • Long Term and Current Liabilities • Borrowing • Insurance Premium Costs • Any equipment which is leased to the Co-op • Pension & National Insurance Contributions • Level of wage increase (still undetermined) <p>Committee APPROVED the Budget 2024-2025</p>	
<p>8.</p>	<p>8. Management Accounts up to the 31st of December 2023 (Issued in advance to committee)</p> <p>CA spoke to the detailed breakdown on the variance against budget for the period ended 31 December 2023.</p> <p>Committee complimented CA on the level of detail provided.</p> <p>Committee APPROVED the Management Accounts up to the 31st of December 2023</p> <p>CA left the meeting.</p>	
<p>9.</p>	<p>9. Staffing Paper</p> <p>The item was deferred to the next meeting.</p>	<p>Item deferred to the next meeting</p>

10.	<p>10. Housing Management Write-Off Report</p> <p>PL advised we will pursue debt in cases we can, however for example if a tenant has sadly passed away and their estate can't cover the arrear, we will not look to pursue that debt.</p> <p>Committee APPROVED the write off report.</p>	
11.	<p>11. Close Lighting</p> <p>Committee complimented Billy & Zarah for the level of detail in the report produced.</p> <p>Committee APPROVED the replacement of the existing close lighting with LED bulbs which are more cost effective and will assist the Co-op to reduce its carbon footprint.</p>	
12.	<p>12. Staff Training (Issued in advance to committee)</p> <p>PL spoke on the report provided.</p> <p>Committee discussed the following: -</p> <ul style="list-style-type: none"> • Supporting development • Encouraging personal development • Succession planning • Building on the Co-op's sector reputation as a developer of staff <p>Committee APPROVED the staff training requests.</p>	
13.	<p>13. Insurance Renewal 2024-2025</p> <p>PL advised committee that he had met with the Insurance Broker for the Co-op and was informed that we were looking at around a 40% increase on last year's insurance premiums.</p> <p>Once the final quote is available it will be sent to Management Committee.</p>	
14.	<p>14. Staff Privacy Notice</p> <p>Committee complimented the robustness of the privacy notice.</p> <p>Committee APPROVED the Staff Privacy Notice.</p>	
15.	<p>15. Membership Report</p> <p>PM advised committee that no new membership applications had been received.</p>	

Items for noting		
	16. Staff Appraisals	
16.	PM advised committee in EH's absence that EH had completed the majority of the staff's appraisals. PL has a few appraisals to do to complete the process.	
	17. Ethical Conduct and Notifiable Events	
17.	None	
	18. Payments, Benefits & Entitlements	
18.	None	
	19. Health & Safety	
19.	PM advised that an exercise of getting new disclosures for staff is in process. Recent DSE assessments had identified a couple of slight discomfort issues relating to back and wrist pain which has been eased with the purchase of some low cost supports.	
	20. Correspondence	
20.	All correspondence was NOTED by the committee.	
	21. Use of Delegated Authority	
21.	None	
	22. Any Other Competent Business	
22.	Committee APPROVED a local groups easter egg hunt sponsorship request.	
	23. Summary of actions / decisions at this meeting	
23.	Budget – Approved Management Accounts up to the 31st of December 2023 – Approved Housing Management Write-Off Report – Approved Funding for a further 2 months, community development staffs posts – Approved Staff training – Approved Existing close lights to be changed for LED lights – Approved Staff Privacy Notice – Approved Staffing Paper - Deferred Easter egg hunt sponsorship request – Approved	
24.	24. Meeting Evaluation	

	<p>AT asked each committee member individually for their feedback on the meeting.</p> <p>The consensus was that the meeting was a positive one which had achieved a good number of outcomes. The committee liked the new agenda format.</p>	
25.	<p>25. Date and time of next meeting</p> <p>Management Committee Meeting: 6pm Wednesday 27 March 2024</p>	
26.	<p>26. Meeting Close</p> <p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting ended at 7.47pm.</p>	