



Minutes of the Meeting with Management Committee held on **Wednesday 29 March 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	John Burton (JB)
	Tommy Divers (TD)	Karen Brown (KB)	Sandra Brown (SB)
	Charlie Millar (CM)	Natalie Barclay (NB)	
In Attendance	Cathy Brien, Director (CD)	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)
	Abira Sarwar, Senior Finance Officer (AS)	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)

	Agenda Item	Action
1.	<p>Apologies</p> <p>No apologies were NOTED.</p>	PM to update register.
	<p>Chairs Remarks</p> <p>AT welcomed everyone to the meeting.</p>	
2.	<p>Declarations of Interest</p> <p>None</p>	
3.	<p>3.1 Minutes of Previous Meeting held on 22 February 2023 (Issued in advance to committee)</p> <p>Proposed John Burton Seconded Callum Boughey</p>	
4.	<p>4.1 Matters Arising</p> <p>CB went through the matters arising schedule from the previous meeting with committee and all matters were completed.</p> <p>CB advised committee that Lee Murray had stood down from the management committee due to work and family commitment, Lee had greatly enjoyed his time with the Co-op.</p>	PM to send a card of thanks to Lee

	<p>Committee members praised Lee’s contribution over the years and wished him well.</p> <p>PL added that AS had tendered her resignation as Senior Finance Officer. AS had been successful in gaining a promoted post with another housing association. PL paid tribute to the contribution AS had made in her time with the Co-op.</p> <p>Committee members added their thanks and best wishes to AS on her new job.</p> <p>AT in this capacity as Chair thanked Abira for her service to the Co-op.</p>	<p>on behalf of the committee. Portal to be amended.</p>
<p>5.</p>	<p>Communities Team & Community Centre Update (Issued in advance to committee)</p> <p>5.1 Community Centre</p> <p>RB provide the committee with the latest communities team update.</p> <p>We had recently ran a very successful participatory budgeting project which had high numbers of our community taking part. The successful projects activities will take place prior to end of June 2023.</p> <p>The community centre income is still on track, we are due to achieve our highest ever income in a financial year.</p> <p>RB advised committee that the centre is getting footfall of 800 – 1000 every week, therefore after 7 years some areas of the centre need a new coat of paint to keep the centre looking good.</p> <p>RB added that the Fuel Project was coming to an end, it was a lot of work but we were able to help tenants with their fuel costs and access energy advice. So as a team we are delighted with the outcomes. April promises to be another busy month for the team.</p> <p>JB expressed thanks to RB and the team for the impact they have had in helping to improve the lives of our tenants and the wider community we serve.</p> <p>The committee collectively thanked RB and the team for their work.</p> <p>RB left the meeting</p>	
<p>6.</p>	<p>Finance</p>	
	<p>6.1 30 year Financial Projections (Issued in advance to committee)</p>	

	<p>PL advised committee that the Co-op shows reasonable surpluses for the year and throughout the 30 year financial projections.</p> <p>PL added that 30 year projections demonstrate a healthy financial position.</p> <p>AT asked whether the Co-op was close to paying off completely the pension deficit after it had been re-measured.</p> <p>AS advised that at this point in time the Co-op has no pension deficit and the last payment to the deficit was paid in October 2022. We are not aware of any deficit or surplus but our pension provider will write to the Co-op in the coming months to notify us.</p> <p>JB shared a concern with the prices of installing a medically adapted bathroom. JB reflected on Scotland's aging population and furthermore the number of Co-op tenants who may require a medically adapted bathroom in the future.</p> <p>PL understood the concern and advised that the Co-op has made assumptions for how much this is going to cost the Co-op each year. We are hopeful that the prices will stabilise soon. PL added that the price is between £4000 - £5000, also reminding the committee how adaptations were funded.</p> <p>The Committee APPROVED the 30 year Financial Projections.</p>	
	<p>6.2 Insurance Renewal 2023/24 (Issued in advance to committee)</p> <p>During the discussion PL provided the offer of the Co-op's insurance broker to attend a forthcoming committee meeting to further explain the large increase in the price of insurance for the Co-op.</p> <p>JB asked if the Co-op were using different insurance companies from previous years to get the best value for money possible.</p> <p>CB confirmed that one of the main insurers in the proposal to provide our insurance cover is one we haven't used before. The Co-op's insurance broker has worked on our behalf trying to get the best possible deals in the insurance market.</p> <p>Committee as a collective felt that the insurance prices were reflective of the current situation with the level of uncertainty in global financial markets. Therefore the broker was not required at a forthcoming because he had provided a comprehensive report.</p> <p>The insurance renewal for 2023/24 was APPROVED</p>	
7.	<p>Correspondence (All issued in advance to committee)</p>	

	<p>7.1 Scottish Housing Regulator Annual Return on the Scottish Social Housing Charter (ARC) – Updated Technical Guidance and FAQs</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.2 Scottish Housing Regulator re-affirms its commitment to equalities</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.3 Scottish Housing Regulator – National Panel of Tenants and Service Users</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.4 Scottish Housing Regulator – Average weekly rents will increase by 5% in 2023/24</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.5 EVH Seeking Nominations – EVH Executive Committee</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
8.	<p>Health & Safety</p>	
	<p>8.1 Damp & Mould Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
9.	<p>Governance</p>	
	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
	<p>9.2 Payments, Benefits & Entitlements</p> <p>None</p>	
	<p>9.3 Membership Report</p> <p>The membership application was APPROVED.</p>	
10.	<p>Strategy</p>	

	<p>CB advised that at our next Management Committee meeting at 6pm on Wednesday 03 May 2023 the main focus will be our Business Plan.</p>	
	<p>Operations</p>	
11.	<p>11.1 Contractor Rates Increase</p> <p>PL advised committee that across all our contractors we expect a cost increase for any goods and services we purchase from the 1st of April 2023.</p> <p>Some contractors have been sending in price increases for the coming year. None have given us any real concern. Our landscape contractor was already on a fixed rate for 2023/24 at 3%.</p> <p>PL also confirmed we would update the approved contractors list as and when there are changes and bring necessary information to a future meeting.</p>	
	<p>Staffing</p>	
	<p>12.1 Staffing Update</p> <p>The staffing paper was discussed and APPROVED by the committee.</p>	
12.	<p>12.2 Staff Annual Leave 2022/23</p> <p>Committee were asked to approve some carry over leave for staff from the holiday year 2022/2023.</p> <p>PM explained that similar to the financial year the holiday year runs until the 31 March 2023. The majority of the carry over leave will be used next month.</p> <p>Committee APPROVED the request.</p>	
	<p>Compliance</p>	
13.	<p>13.1 Regulatory status (Engagement Plan)</p> <p>CB advised committee that the Scottish Housing Regulator (SHR) had advised us that our regulatory status is currently classed as compliant. The SHR don't require any further assurance from Forgewood Housing Co-operative Ltd other than the annual regulatory returns required from all RSLs.</p> <p>CB added that without the hard work of the committee and staff it wouldn't be possible.</p>	
	<p>13.2 Remote and Home Working Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>

	13.3 Rechargeable Repairs Policy (Issued in advance to committee) The policy was APPROVED	PM to update policy register
14.	Deferred Agenda Items	
	None	
15.	Any Other Competent Business	
	AT thanked committee & staff for attending the meeting.	
16.	Date of Next Meeting	
	Management Committee Meeting: 6pm Wednesday 03 May 2023	