



Agenda Item 3.1

Minutes of the Meeting with Management Committee held on **Wednesday 01 September 2021 at 6pm**
via Zoom

Minutes

Present:	Charlie Millar (CM), Treasurer	Natalie Barclay (NB)	Marek Dziekan (MD)
	Tommy Divers (TD)	Teresa Boyle (TB)	Jolene Martin (JM)
In Attendance	Cathy Brien, Director (CB)	Kennedy Chilambe, Senior Finance Officer (KC)	Alex Gemmell, Maintenance Officer (AG)
	Richard Bolton, Community Development Officer (RB)	Paul Murphy, Corporate Services Officer (PM)	

	Agenda Item	Action
1.	Apologies Apologies were NOTED from Paul Lennon, Elaine Hyslop, Clark Davidson, Callum Boughey, Alan Thomson, John Burton, Lee Murray, David Hemmings and Melissa Barclay.	PM to update register.
	Chairs Remarks CB welcomed everyone to the meeting.	
2.	Declarations of Interest PM declared an interest in agenda item 9.3 Membership Report as PM's wife had applied to become a member of the Co-op.	
3.	3.1 Minutes of Previous Meeting held on 23 June 2021 Proposed Teresa Boyle Seconded Tommy Divers	
4.	4.1 Matters Arising CB advised that there wasn't any matters arising which were outstanding. Any matters arising had been incorporated into the agenda of the meeting.	
5.	Community Centre	

	<p>5.1 Community Development / Wellbeing</p> <p>Committee NOTED the report providing an update on the activities of the Communities team.</p> <p>After some discussion the Committee APPROVED the proposal to revise the letting pricing for room hire at the Community Centre to reflect the costs involved in providing the service.</p>	
	<p>Finance</p>	
	<p>6.1 Annual Accounts</p> <p>KC guided the committee through the Annual Accounts which had been sent out in advance of the meeting.</p> <p>Committee NOTED the presentation of the annual accounts, that were APPROVED</p>	
	<p>6.2 Management Accounts</p> <p>KC took the committee through the Management Accounts</p> <p>Committee NOTED the presentation of the management accounts and APPROVED them accordingly.</p>	
6.	<p>6.3 Financial Letters of Representation</p> <p>KC referred to the financial letters we give to our external auditors French Duncan. The letters provide an overview of the representations made by committee and management in assisting French Duncan with the audit of the co-op.</p>	
	<p>6.4 Loan Portfolio Return</p> <p>KC advised committee that the Loan Portfolio Return had been submitted to the Scottish Housing Regulator (SHR).</p>	
	<p>6.5 LIBOR transition to SONIA</p> <p>The Committee NOTED the presentation and APPROVED the proposal for the Co-op to move to the new rates.</p>	
	<p>6.6 External Audit</p> <p>CB advised that the audit was going well and it was into its 2nd week.</p>	

	Correspondence	
7.	7.1 The Scottish Social Housing Charter review consultation The correspondence was NOTED and discussed by committee.	
	Health & Safety	
	8.1 COVID – 19 Business Continuity	
8.	Committee NOTED the presentation provided by CB.	
	8.2 SHR Covid-19 Return April – June 2021	
	Committee NOTED the report provided.	
	Governance	
	9.1 Ethical Conduct and Notifiable Events	
	None	
	9.2 Payments, Benefits & Entitlements	
	None	
	9.3 Membership Report	
9	Committee NOTED the report. Committee APPROVED the membership applications.	The new members to be added to the membership list
	9.4 AGM Arrangements – Committee Members Standing Down	
	Committee NOTED the report provided and APPROVED the AGM arrangements.	
	9.5 Secretary’s letter prior to AGM	
	Committee NOTED the Secretary’s letter prior to the AGM.	
	Strategy	
10.	10.1 Business Plan Review / Away Day	
	CB confirmed that we were looking at the options, however due to the recent spike in Covid cases we would wait before making arrangements.	

	Operations	
	11.1 North Lanarkshire Resettlement Programme Committee NOTED the report provided. CB asked committee to consider the proposal. The Committee unanimously APPROVED the proposal.	
	11.2 Housing Management Performance Report This item was deferred.	Item Deferred
	11.3 Repairs Performance Report 1st Quarter to 30 06 2021 Committee NOTED the report provided.	
	11.4 Void Properties Report 01-01-2021 to 30-06-2021 Committee NOTED the report provided. Committee thanked Alex for the photographs in addition to the report.	
11.	11.5 Gas Maintenance Quality Control AG advised Committee that to ensure quality control we are proposing that Scotia Plumbing & Heating is employed to carry out checks on the work carried out by our gas contractor, Saltire. Committee APPROVED the proposal.	
	11.6 Procurement of Contracts AG advised committee that a meeting with Ian Thomson, our Quantity Surveyor had to be rearranged due to circumstances, the meeting will instead take place later in the week regarding the guttering, downpipe and bathroom replacements.	
	11.7 Landscaping Update AG advised that a meeting with the contractor had recently taken place regarding a number of issues. The contractor took on the concerns, the last grass cut will take place in October. The contractor will then move onto shrubs and slabs. CM felt that you have to give a new contractor time to bed in.	
12.	Staffing	
	12.1 Staffing	

	<p>CB advised committee that Paul Lennon and Elaine Hyslop were unfortunately unwell with Covid and flowers had been sent on behalf of committee and staff.</p> <p>CM expressed his best wishes to the staff from the Management Committee.</p> <p>CB advised committee that the Co-op were still following government guidelines and about half the staff are primarily working from the office. CB asked the committee if they were content with this approach.</p> <p>Committee AGREED with this approach.</p>	
13.	Deferred Agenda Items	
	None	
14.	Any Other Competent Business	
	CB thanked the committee and staff for attending the meeting.	
	Date of Next Meeting	
15.	Management Committee Meeting: 6pm Wednesday 20 October 2021	