



Minutes of the Meeting with Management Committee held on **Wednesday 19 June 2024 at 6.30pm** via in person & via Zoom at Forgewood Community Centre

**Minutes**

<b>Present:</b>	Alan Thomson (Chair) (AT)	Callum Boughey (CB)	Karen Brown (KB)
	Tommy Divers (TD)	John Burton (JB)	Sandra Brown (SB)
	Margaret Hemmings (MH)	Angie Robinson (AR)	
<b>In Attendance</b>	Paul Lennon, Director (PL)	Richard Bolton, Senior Community Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)

	<b>Agenda Item</b>	<b>Action</b>
	<b>Welcome and Apologies</b>	
1.	AT welcomed everyone to the meeting and thanked committee members for attending the health and safety training before the meeting. AT added that the meeting had a shorter agenda to help accommodate the training.  Apologies were <b>NOTED</b> for Charlie Millar & Jolene Martin.	<b>PM to update register.</b>
	<b>Declarations of Interest</b>	
2.	PM declared an interest in agenda item 7.	
	<b>Minutes of Previous Meeting held on 22 May 2024</b> (Issued in advance to committee)	
3.	Proposed <b>John Burton</b> Seconded <b>Sandra Brown</b>	
	<b>Matters Arising</b>	
4.	PL went through the matters arising schedule from the previous meeting with committee.	
	<b>Community Development</b>	
5.	RB provided committee with an update on the work of the community development team.  RB described: <ul style="list-style-type: none"> <li>• Ongoing events and activities</li> <li>• Training course &amp; Digital, cooking on budget etc.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Volunteer Support / new volunteering opportunities / community Benefits work</li> <li>• Monthly Bingo, One off's events / Activities</li> <li>• ICF (Investing in Communities Fund) / Additional funding work</li> </ul> <p>The committee <b>AGREED</b> to provide funding for the Community Development posts.</p> <p>RB was thanked for his presentation.</p> <p>RB left the meeting at 6.45pm</p> <p>A committee member questioned the wisdom behind not continuing the mother &amp; toddler group, which is popular and really important. The groups last session was this week.</p> <p>RB apologised for any confusion and had asked staff members to let the group members know that the group would be back in the autumn after a summer hiatus.</p> <p>The committee <b>AGREED</b> to provide funding for the Community Development posts.</p> <p>RB was thanked for his presentation.</p> <p>RB left the meeting at 6.51pm</p>	
6.	<p><b>Health &amp; Safety</b> (Issued in advance to committee)</p> <p><b>6.1 Health &amp; Safety Policy</b></p> <p>Committee <b>APPROVED</b> the policy.</p> <p><b>6.2 Fire Safety Training</b></p> <p>PL advised that staff attended a session on fire prevention, the session was organised by a number of fire prevention contractors. Staff were shown the latest products to reduce the risk of fire.</p> <p>PL added that he was encouraging a member of staff if holidays/cover allow to attend a session on fire safety next week.</p> <p>A committee member asked what the session will cover.</p> <p>PL advised that the session is focusing on new fire regulations.</p> <p><b>6.3 Health &amp; Safety Training</b></p>	<p><b>Policy approved</b></p>

	Committee members confirmed that they had enjoyed the health & safety training before the meeting.	
	<b>Staffing Paper</b>	
7.	PL confirmed he had sought professional / HR advice from EVH.  Committee <b>APPROVED</b> the paper.	
	<b>Finance Internal Audit (Issued in advance to committee)</b>	
8.	PL took the committee through a detailed presentation on the Internal Audit which took place. The audit was carried out by Quinn Internal Audit Services Ltd. The audit focused on payments and payroll.  The audit considered the arrangements for the: <ul style="list-style-type: none"> <li>• Authorisation of expenditure,</li> <li>• Recording and processing of invoices</li> <li>• Payroll processing</li> <li>• Credit Card expenditure</li> </ul> <p>It was found that there is high control in place for the monitoring and control of payment and payroll processes reviewed within the scope of this report.</p> <p>The review highlighted areas of good practice these are noted below:</p> <ul style="list-style-type: none"> <li>• Procedures for the receipt and authorisation of invoices are strong.</li> <li>• The system used to record and monitor expenditure was found to be well organised.</li> <li>• Payroll processing was found to be accurate.</li> </ul> <p>Committee thanked PL and passed on their gratitude to Craig Anderson.</p>	
	<b>Loan Facility - Nationwide</b>	
9.	PL referred to the current loan facility with Nationwide and provided the following update to management committee.  PL confirmed that there was a meeting with himself, Clark Davidson, Craig Anderson along with Martyn and Andrew from Nationwide, which was very positive.  There is a current loan (from 24 June 2015) which is due to expire on 24 June 2024 and the Co-op requested an extension to this loan until 30 September 2024.  It was also confirmed that payment for capital and interest due to the end of June 2024 would need paid by bank transfer, with our direct debit being reinstated for future payments. The final repayment date for the loan is therefore 30 September 2024.	

	<p>PL was given authority by management committee to sign any associated paperwork on the loan extension and it was <b>AGREED</b> PL could discuss any update with the Chair as committee would not meet again until August 2024.</p> <p>AT thanked PL for his report back to management committee on the loan and also stated it was good to see this facility going smoothly.</p> <p>Management committee therefore <b>APPROVED</b> the loan extension application report.</p> <p>PL stated this item would be used as an extract and issued to Nationwide.</p> <p>PL advised that Clark would submit the 2024 loan portfolio (Issued in advance to committee) before 30/06/2024.</p> <p><b>Loan Portfolio</b></p> <p>PL advised that Clark would submit the 2024 loan portfolio (<b>Issued in advance to committee</b>) before 30/06/2024.</p> <p>The Loan Portfolio was <b>APPROVED</b></p>	<p><b>Clark Davidson to upload to SHR portal</b></p>
	<b>Membership Report</b>	
10.	Committee <b>APPROVED</b> the membership application.	
	<b>Staff Training and Development</b> (Issued in advance to committee)	
11.	<p><b>11.1 Staff Training and Development Policy</b></p> <p>Committee <b>APPROVED</b> the policy.</p> <p><b>11.2 Modern Apprenticeship Rising Star of the Year Award 2023</b></p> <p>Committee collectively were really impressed with the member of staff</p>	<p><b>Policy approved</b></p>
	<b>Asset Management Strategy</b>	
12.	Item <b>DEFERRED</b>	
	<b>Donation – Children’s Hospices Across Scotland (CHAS)</b>	
13.	The donation to EVH of £50 towards there was <b>APPROVED</b> .	<p><b>Donation to CHAS</b></p>
14.	<b>NLC Employer Charter</b>	

	<p>PM advised committee that there is an opportunity for the Co-op to apply to North Lanarkshire Council's Employer Charter the scheme is a way of recognising employers for the assistance and support they provide to their staff.</p> <p>Committee <b>NOTED</b> the update.</p>	
	<b>Committee Appraisals</b>	
15.	<p>Appointment times to be sent out to committee members who haven't had their appraisal yet.</p>	<b>PM to send out appointments</b>
	<b>Ethical Conduct and Notifiable Events</b>	
16.	None	
	<b>Payments, Benefits &amp; Entitlements (Issued in advance to committee)</b>	
17.	None	
	<b>Correspondence (Issued in advance to committee)</b>	
	<p><b>20.1 SHR – Scottish Housing Regulator publishes updated engagement plan for Reidvale Housing Association</b></p> <p>The correspondence was <b>NOTED</b> and discussed.</p> <p><b>20.2 SHR – Scottish Housing Regulator Landlord Groups Michael Cameron – Blog – Urban Landlord Group meeting – 1 May 2024</b></p> <p>The correspondence was <b>NOTED</b></p> <p><b>20.3 SHR - Scottish Housing Regulator Landlord Groups Andrew Watson - Blog - Rural &amp; Islands Landlord Group meeting - 14 May 2024</b></p> <p>The correspondence was <b>NOTED</b></p>	
	<b>Use of Delegated Authority</b>	
19.	None	
	<b>Any Other Competent Business</b>	
20.	<p>PL advised committee of a forthcoming police surgery which would take place on Tuesday 2nd of July at the Community Centre.</p>	
	<b>Summary of actions / decisions at this meeting</b>	
21.	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy– APPROVED</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff Training and Development Policy– APPROVED</li> <li>• Donation £50 to EVH’s Children’s Hospices Across Scotland (CHAS) Appeal – APPROVED</li> <li>• Membership Application – APPROVED</li> <li>• Nationwide loan extension application report – APPROVED</li> <li>• Loan Portfolio – APPROVED</li> </ul>	
22.	<b>Meeting Evaluation</b>	
	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members thought it had been a good discussion with lots of interaction.</p>	
23.	<b>Date and time of next meeting 20 August 2024, 6pm</b>	
	AT confirmed the date of the next meeting.	
24.	<b>Meeting Close</b>	
	<p>AT thanked committee &amp; staff for attending the meeting and wished everyone a nice summer break.</p> <p>The meeting closed at 7.40pm</p>	