



Minutes of the Meeting with Management Committee held on **Wednesday 03 May 2023 at 6pm** via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	Charlie Millar, Treasurer (CM)
	John Burton (JB)	Tommy Divers (TD)	Sandra Brown (SB)
	Angie Robinson (AR)	Natalie Barclay (NB)	Alexsandra Bartycha (AB)
	Sharon Bonnar (SB) (Observer)		
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Community Development Officer (RB)
	Paul Murphy, Corporate Services Officer (PM)	Natalie Barclay	

	Agenda Item	Action
1.	Apologies Apologies were NOTED for Cathy Brien and Karen Brown.	PM to update register.
	Chairs Remarks AT welcomed everyone to the meeting.	
2.	Declarations of Interest None	
3.	3.1 Minutes of Previous Meeting held on 29 March 2023 (Issued in advance to committee) Proposed John Burton Seconded Alan Thomson	
4.	4.1 Matters Arising	

	<p>PL went through the matters arising schedule from the previous meeting with committee and all matters were completed.</p> <p>PM advised committee that Jim Mitchell had stood down from the management committee due to another commitment being scheduled at the same time as committee meetings, Jim had really enjoyed his time with the Co-op.</p> <p>Committee members praised Jim's contribution, especially his poverty campaigning.</p> <p>PL referred to a contractor we were having difficulty engaging with, however it is not having an impact on the repairs service to tenants.</p>	<p>PM to send a card of thanks to Jim on behalf of the committee. Portal to be amended.</p>
5.	<p>Communities Team & Community Centre Update</p> <p>5.1 Community Centre</p> <p>RB provided a detailed presentation at the management committee meeting.</p> <p><u>Some of the activities during 2022/2023</u></p> <ul style="list-style-type: none"> • 45+ Lunch Club • 40+ Easy Exercise classes • 10 Soup in the Loops • 10 Social History sessions • 10 Carpet bowls • 5 Community Cinema • Participatory budgeting Project • Big Chef Little Chef • 4 Community Clean Ups • Training i.e. First Aid, IT, cookery etc. • 800+ volunteer hours (value £8720) • Established Women's & Men's groups • 6 social Isolation trips <p><u>Cost of Living Crisis – Support</u></p> <ul style="list-style-type: none"> • 665 hours of Warm Space (free soup and hot drinks, wifi, kids colouring etc) • 106 x £50 super market vouchers (Cash for kids) • £17,300 of vouchers/top up (across both coop) • Extra 9 hours per week of energy advice at Forgewood Community Centre • 17 personal & home hygiene packs (via donation) • 1440 free meals at weekly lunch club • 35 bespoke food parcels • Lots of signposting to support and help 	

	<p><u>2022 -23 Funding</u></p> <ul style="list-style-type: none"> • £205,000+ across 13 funded projects • ICF £97,600 (FHC & GPHC) • VANL £44,848 (FHC & GPHC) • Lottery approx. £28,000*(runs Sept- Aug) • Community Solutions Food parcels £1,200 • NLC £1776 Jubilee • Funding carried over (c£9000) • SFHA (Fuel project) £25,788 • Cash for kids (FHC) £5,300 <p><u>2023 – 24 Work Programme</u></p> <ul style="list-style-type: none"> • Ongoing events and activities i.e. Lunch Club, Easy Exercise, Social History etc. • Community Litter pick / Environmental x4 • Community Art Projects • Health Issues in Community Course • Participatory budgeting Project £1500 • Training course & Digital, cooking on budget etc. • Volunteer Support and new volunteering opportunities • Women's Groups / Men's group etc. • Undertake a review of Forgewood Community Centre Operations & Processes (i.e. booking, polices etc.) to improve efficiently. <p>PL complimented RB on all the deliverables RB and his team have produced.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>Finance</p> <p>6.1 Arneil Johnson – FHC's Business Plan</p> <p>6. PL advised committee that he had met with Elaine Byrne of Arneil Johnson that week alongside EH, PM and Clark Davidson to discuss the Co-op's 30 year financial projections. Elaine Byrne will attend our Management Committee in June and provide a presentation to committee.</p> <p>CM asked if the 30 year projections anticipate inflation to reduce and return to prior cost of living crisis levels of stability.</p> <p>PL reassured committee that the 30 year projections are reviewed every year, therefore if there is a trend for inflation to remain high we can revise the 30 year projections. He also confirmed that Clark works on this part of the</p>	

	projections and recommends a percentage and then a drop in inflation when it was anticipated by experts e.g. The Bank of England.	
7.	Correspondence (Items 7.1 – 7.4 were all issued in advance to committee) Item 7.5 was discussed on the night.	
	7.1 Scottish Housing Regulator - Housing Regulator publishes outcome of its annual risk assessment PL discussed and Committee NOTED the correspondence.	
	7.2 Scottish Housing Regulator - Housing Regulator publishes Strategy and work plans for 2023/24 PL discussed and Committee NOTED the correspondence.	
	7.3 Scottish Housing Regulator – FHC’s Engagement plan from 31 March 2023 to 31 March 2024 PL discussed and Committee NOTED the correspondence.	
	7.4 Correspondence from the Minister for Zero Carbon Buildings, Active Travel & Tenants' Rights - Cost of Living (Tenant Protection) (Scotland) Act 2022 - Call for Evidence PL discussed and Committee NOTED the correspondence.	
	7.5 French Duncan Auditors being taken over by AAB PL advised that Tony Sinclair of French Duncan (the Co-op’s External Auditors) had called to say that French Duncan is in the process of being taken over by an Aberdeen based company called AAB. Following the phone call, the Co-op received formal notification in a letter from French Duncan. AAB is a tech-enabled business critical services group providing audit and accounting, tax, payroll, HR, outsourcing and advisory solutions globally from offices in Scotland, England and Ireland.	
8.	Health & Safety	
	8.1 Contractors Questionnaire (Issued in advance to committee) The Contractors Questionnaire for insurance purposes sent out to contractors was NOTED .	

	<p>8.2 Health & Safety Update</p> <p>PM advised committee that all laptops used by the staff had been recently PAT tested as part of our health & safety programme.</p> <p>PM added that Kieron Sheehan would be undertaking his first aid at work training. Across the shared staff team we have 4 fully trained first aid at work (which is a 3 day course) members of staff. Additionally 2 members of staff attended 1 day first aid course. PM highlighted the importance of a high number of staff trained in first aid due to the significant footfall in the Community Centre.</p> <p>PM added that ACS prior to carrying out the Fire Safety Audit of the building next month (14 June) require 22 pieces of evidence, which PM will send to the company.</p> <p>Committee were impressed with the rigour of the assessment.</p> <p>SB (retired firefighter) offered to assist the Co-op by carrying out a fire inspection of the building prior to the inspection being carried out by ACS.</p> <p>Committee and PM warmly welcomed the offer and a date would be agreed for it to take place.</p>	<p>Date to be agreed</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 (All issued in advance to committee)</p> <p>Committee NOTED the report.</p> <p>A membership form had been received from two new applications.</p> <p>Committee APPROVED the membership applications.</p>	<p>The new members to be added to the membership list</p>
	<p>9.4 Appointed Committee Members</p>	

	<p>PL reminded committee that Sharon Bonnar has attended tonight's meeting as an observer. Sharon Bonnar, Nichola Mooney and Nicola McGregor are all interested in becoming members of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Sharon, Nichola and Nicola would bring a lot of knowledge and skills to the committee.</p> <p>PL explained that it is the committee's decision whether to appoint Sharon, Nichola and Nicola as Appointed members of the committee rather than as Co-optees. As appointed members Sharon, Nichola and Nicola would have voting rights and would count towards the quorum of meetings.</p> <p>AT added that it was important that the committee continued to increase its diversity of skills and experiences.</p> <p>All members APPROVED the proposal for Sharon Bonnar, Nichola Mooney and Nicola McGregor to become an appointed members of the management committee of the Co-op.</p>	<p>Co-op records to be updated to reflect the appointment as well as the SHR Portal</p>
10.	Strategy	
	Operations	
11.	<p>11.1 Key Performance Indicators / Targets (Issued in advance to committee)</p> <p>PL explained that he had worked alongside EH on the Key Performance Indicators / Targets for the Co-op.</p> <p>PL highlighted the void loss target as an example, we have noted a sector wide trend that the capacity of contractors had reduced coupled with the number of checks to be carried out prior to a property being let has resulted in a slight increase in void loss and the number of days to let in recent years.</p> <p>When setting targets we have to ensure we set realistic targets which are ambitious but also achievable.</p> <p>The Committee APPROVED the Key Performance Indicators / Targets for 2023/2024.</p>	<p>EH to implement Key Performance Indicators / Targets for 2023/2024</p>
	Staffing	
12.	12.1 Staffing Update	

	<p>PL advised that we interviewed for the post of Senior Finance Officer that day. The panel consisted of PL, AT and PM. The panel have agreed to make the offer of employment tomorrow to one of the candidates.</p> <p>PL added that he would provide an update at the next committee meeting.</p>	<p>PL to provide an update at next committee meeting</p>
13.	<p>Compliance</p> <p>13.1 Alterations and Improvements Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
14.	<p>Deferred Agenda Items</p> <p>None</p>	
15.	<p>Any Other Competent Business</p> <p>PL reminded committee members that the next committee meeting will take place in 3 weeks' time to ensure there is significant time for the ARC to be approved by committee prior to the information being submitted to the Scottish Housing Regulator (SHR).</p> <p>AT thanked committee & staff for attending the meeting.</p>	
16.	<p>Date of Next Meeting</p> <p>Management Committee Meeting: 6pm Wednesday 24 May 2023</p>	