



Minutes of the Meeting with Management Committee held on **Wednesday 22 February 2023 at 6pm**
via in person & via zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, Vice Chair (CSB)	Jolene Martin, Secretary (JM)
	Charlie Millar, Treasurer (CM)	John Burton (JB)	Tommy Divers (TD)
	Natalie Barclay (NB)	Karen Brown (KB)	Angie Robinson (AR)
	Jim Mitchell (JM)	Alexsandra Bartycha (AB)	Lee Murray (LM)
In Attendance	Paul Lennon, Depute Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Community Development Officer (RB)
	Paul Murphy, Corporate Services Officer (PM)		

	Agenda Item	Action
1.	Apologies Apologies were NOTED for Sandra Brown and Cathy Brien.	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 25 January 2023 (Issued in advance to committee) Proposed John Burton Seconded Karen Brown	
4.	4.1 Matters Arising PL went through the matters arising schedule from the previous meeting with committee and all matters were completed.	

	<p>PL advised that the only matter outstanding was the Insurance Renewal 2023/2024 which will go to March's Management Committee Meeting.</p>	
	<p>Communities Team & Community Centre Update (Issued in advance to committee)</p>	
5.	<p>5.1 Community Centre</p> <p>RB spoke to the report provided, good progress had been made on our various funded projects (£180,000 across 10 funded projects), particularly great progress has been made with regards to funding and project delayed by the pandemic and carried over into this financial year.</p> <ul style="list-style-type: none"> • ICF £97,600 (FHC & GPHC) – On Track • VANL £44,848 (FHC & GPHC) – on track • NLC £1,100 (FHC) International Peace day event - Activity complete • NLC £1,776 (FHC) Jubilee – Activity complete & funding returns completed. • Community Solutions £1,800 (FHC) Activities – from 21/22 – Activities will be completed by March 23, end of project paperwork to be completed. • NLC Environmental £2,947.48 (FHC) deadline 31st Dec 22 - permission granted from funder to extend by 6 months to allow spring plants etc. to be purchased. • Community Solutions £1,200 (FHC) – Food parcels (will be purchased and delivered in March 23) • Forgewood Holdings - £2,496 (FHC) - over 50's Activity completed • 'Emergency fund' (FHC & GPHC) – very little remaining. • Lottery (£143,506 - over 5 years) FHC –Year 2 (Sept 22- Aug 23) on track total spend for year 2 = £42,928.78 (including year 1 underspend) <p>RB was happy to report that since his last report at the end of November we have secured an additional £46,072 of funding with another £20,130.75 'agreed in principle' if we were unsuccessful with other funding.</p> <ul style="list-style-type: none"> • Cash for kids £5,300 (£50 per child for 106 children (55 households) • Social Housing Fuel Support Fund - Round 3 (£25,788) - With Elaine/Paul M we applied and were originally unsuccessful, however we were awarded £25,788 in December when the funder received additional funding • Forgewood Holdings £10,000 (Towards lottery project and purchasing equipment) • Forgewood Holdings £2000 (Developing Young Workforce Project 22/23) • Forgewood Holdings £2984 (Over 50's Fitness) 	

	<ul style="list-style-type: none"> • Forgewood Holdings have agreed in principle to fund 2 community team staff posts for 3 months (£20,130.75) if we are unsuccessful with both ICF and VNAL fund for 23/24). This would allow us time to seek other funding if are unsuccessful. <p>RB invited comments and questions.</p> <p>KB asked how the Co-op was assisting tenants who were in work, but being affected by the cost of living crisis.</p> <p>RB advised that the Co-op was offering assistance with tenant’s fuel costs.</p> <p>AT asked when the scheme would close.</p> <p>RB advised that the scheme was open until the end of March.</p> <p>Committee NOTED the report from RB providing an update on the activities of the Communities team.</p> <p>Committee thanked RB for his report.</p> <p>RB left the meeting.</p>	
	<p>Finance</p>	
<p>6.</p>	<p>6.1 Management Accounts up to 31 December 2022 (Issued in advance to committee)</p> <p>PL took the committee through the management accounts stating that the total turnover for the period ending 31st December was £878,724. The majority of our income is from the core activity of letting houses for social rents. The remainder was from the community facility and sale of services through our staff sharing arrangement and grants.</p> <p>Income for Community Centre is higher than the budgeted amount and we are expecting it to continue rising by the end of year.</p> <p>This is due to an increase in groups who want to use the space. Furthermore we expect Carers Together to continue in the next year to use the office space as well.</p> <p>As a result of the various charges we have concluded the period with £456,627 in the Co-op’s bank account as of the 31st of December 2022.</p> <p>For the period the rent lost through voids amounted to £2,874 of rental income, which is an excellent result.</p>	

	<p>PL also stated that all banking covenants were comfortably met and referred to our finance agent's accounts commentary stating the Co-op is operating well within all of its key ratios at 31/12/2022.</p> <p>Proposed by Karen Brown Seconded by Alan Thomson</p> <p>Committee APPROVED the Management Accounts up to 31 December 2022.</p>	
	<p>6.2 Budget 2023/24 (Issued in advance to committee)</p> <p>PL spoke to the report, he discussed key areas from the draft budget, including rent increasing by 5% and salaries by 5.25%.</p> <p>He also covered cost of living crisis and measures the co-op had in place to mitigate. Maintenance costs, cashflow projections, statement of financial position, long term liabilities and bank covenants were all covered.</p> <p>Furthermore the outlined budget meets all covenant requirements with the bank. The budget also compares well with known results of other RSLs that are comparable in size to FHC.</p> <p>Overall, Management Committee were reassured with the draft encouraged and agreed to adopt it for 2023/24</p> <p>Proposed by Jim Mitchell Seconded by Tommy Divers</p> <p>Management Committee AGREED the Budget 2023/24.</p>	
	<p>6.3 Bad Debt Write off report (Issued in advance to committee)</p> <p>EH spoke to the report and advised that it was good practice to review the former tenant credit and arrears balances yearly.</p> <p>EH provided some typical examples:-</p> <ul style="list-style-type: none"> • The former tenant has died without an estate; • Where former tenants cannot be traced after attempts made to pursue them; • Abandonments where they cannot be traced; • Former tenants have left the country; • The debt is under £100 or uneconomical to pursue. <p>AT asked if it was time barred, where a debt or credit has been written off.</p> <p>EH advised that it would be reviewed and as long it was reasonable the debt/credit can be reinstated.</p> <p>The total amount of former arrears recommended for write off is £1,884.70.</p>	

	<p>This represents 0.21% of the Co-operative's annual rental income.</p> <p>The amount of pre-payments recommended for write off is £1,006.06.</p> <p>Committee were asked to accept the recommended write off proposals to allow the Co-operative to concentrate on recoverable current and former tenancy related debts.</p> <p>Proposed by Alan Thomson Seconded by Callum Boughey</p> <p>The Committee APPROVED bad debt write off.</p>	
7.	<p>Correspondence (All issued in advance to committee)</p>	
	<p>7.1 Scottish Housing Regulator updates asset management recommended practice</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.2 Scottish Housing Regulator highlights considerable pressure on councils' services for people experiencing homelessness</p> <p>PL discussed and Committee NOTED the correspondence.</p>	
	<p>7.3 Mears Landlord Communication</p> <p>PL discussed and Committee NOTED the correspondence. It was also agreed that it was not something of interest at this time due to high demand for our properties.</p>	
	<p>7.4 Positive Action In Housing: Earthquake Appeal – Turkey & Syria</p> <p>PL discussed and Committee NOTED the correspondence covered in agenda item 9.2.</p>	
8.	<p>Health & Safety</p>	
	<p>8.1 Asbestos Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	
	<p>8.2 Risk Management Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	

	<p>8.3 Staff Member - Road Accident</p> <p>PM informed committee that a member of staff had been involved in a car accident during working hours.</p> <p>All the insurance forms have been filled in and we are waiting to get dates for the staff member to be assessed for any injury and the van to be fixed.</p>	
	<p>Governance</p>	
	<p>9.1 Ethical Conduct and Notifiable Events</p> <p>None</p>	
9.	<p>9.2 Payments, Benefits & Entitlements – Charity Donations: (All issued in advance to committee)</p> <p>PM advised that approval was sought for two separate donations to two different charities.</p> <p>A £50 donation to Chris's House based in Wishaw (which stands for Centre of Help, Response and Intervention Surrounding Suicide) which was set up to offer a safe environment where people in, or approaching, suicidal crisis can have a safe place to go and get professional support.</p> <p>A £50 donation to the Turkey & Syria Earthquake Appeal via the campaign from Positive Action in Housing, highlighted in the correspondence.</p> <p>Committee APPROVED two separate charity donations of £50.</p>	
	<p>9.4 Membership Report (Issued in advance to committee)</p> <p>PM advised committee that there were no new applications for membership.</p>	
	<p>Strategy</p>	
10.	<p>10.1 Tenant Satisfaction Survey (Issued in advance to committee)</p> <p>EH spoke to the Tenant Satisfaction Survey results report and compared the current results to previous years. EH added that the Knowledge Partnership who carried out the survey on behalf of the Co-op had advised that they had noticed a downward trend across the sector. They pointed to the cost of living crisis and the covid pandemic as potential factors which had resulted in satisfaction dips.</p> <p>EH acknowledged however in the majority of results the Co-op was above the Scottish average.</p>	

	<p>JB expressed slight concern with the satisfaction with the satisfaction results for repairs.</p> <p>EH advised that we will be able to get more information from the survey provider and we will analyse the information for any trends and following which we can create an improvement plan to address any areas of dissatisfaction.</p> <p>Committee thanked EH for the report.</p>	
	<p>10.2 Business Planning Day Arrangements</p> <p>Committee agreed that the Business Planning Day would take place in the Community Centre if it could accommodate us, with a format still to be defined. Committee members would be surveyed to establish what times and days suited the majority better.</p>	
11.	<p>Operations</p>	
	<p>Nothing to report of significance.</p>	
12.	<p>Staffing</p>	
	<p>12.1 Staffing Update</p> <p>The staffing paper was discussed and APPROVED by the committee.</p>	
13.	<p>Compliance</p>	
	<p>13.1 Hybrid Working Policy</p> <p>EH advised committee that she had been working on a Remote and Home Working policy and would bring it to the March meeting. Prior to this all staff would have the opportunity to contribute to the policy.</p>	<p>Policy to go to the March meeting</p>
	<p>13.2 IT Security Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
	<p>13.3 Rent Setting Policy (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>
	<p>13.4 Training Policy for Committee (Issued in advance to committee)</p> <p>The policy was APPROVED</p>	<p>PM to update policy register</p>

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 29 March 2023	