

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 26<sup>th</sup> January 2022 at 7.00pm via Microsoft Teams.**

**Present**

Diane Hendry (Vice-Chair)  
 Janet Stitt (Full Member)  
 Joshua Campbell (Full Member)  
 Graham Dunlop (Full Member)  
 Fiona Connolly (Full Member)  
 Nicola Lyden (Full Member)  
 Elizabeth Grass (Full Member) Items 3-14

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Admin Officer)  
 Chris Chalk (Housing Manager)  
 Alison Leabody (Property Services Manager)  
 Graeme Bruce (Lethame Business Ltd) Item 5

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
<p>Apologies were received from Willie Croft. It was advised that Bernadette Swindon had submitted a request for a leave of absence due to the effects of Covid-19. She has asked that this be back dated to when she had Covid-19 in November. This was approved.</p> <p>It was agreed that Diane Hendry, as vice chair, would act up as Chairperson until Bernadettes return.</p> <p>It was advised that Chris Daisley had resigned from the committee.</p> <p>There were no declarations of interest.</p>	
<b>Item Two – Minutes of the Previous Meetings</b>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p><b>2.1 Meeting held on 24<sup>th</sup> November 2021</b></p> <p>Item 3 – Committee were advised that Clair Morton had been appointed as the new Maintenance Assistant. The second position was still awaiting the job description and grading being confirmed by EVH.</p> <p>Item 8 – Committee were advised that this had all been approved and Nationwide loans paid off.</p> <p>Item 9 – Committee were advised the Financial Regulations and Appendices 1-3 would be brought to committee at February meeting.</p> <p>Item 16 – Committee were advised that £375 donation had been made towards the cost of a defibrillator at Golden Friendships.</p> <p>There were no other comments and the minutes were approved.</p> <p>Proposed by Fiona Connolly and Seconded by Joshua Campbell.</p> <p><b>2.2 Meeting held on 8<sup>th</sup> December 2021</b></p> <p>There were no comments and the minutes were approved. Proposed by Fiona Connolly and Seconded by Nicola Lyden.</p>	<p>Job description and grading to be confirmed by EVH for second position.</p> <p>Financial Regs and Appendices 1-3 brought to Feb Meeting.</p>

Due to technical issues Liz Grass joined the meeting at this point.	
<b>Item Three – Monthly Update Summary on CAP (from Emma Tilley, Henderson Logie)</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee requested that the previous months report as well as current month so they can easily see the progress.</p> <p>This paper was noted.</p>	<p>Previous months report to also be circulated to allow a comparison.</p>
<b>Item Four – Draft Business Plan and GWSF</b>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p>Committee were advised that a separate meeting would be needed to fully go over the Business Plan and Options Appraisal. It was agreed this meeting would be on Wednesday 23<sup>rd</sup> February at 6pm and the full committee meeting on Wednesday 2<sup>nd</sup> March. Committee agreed to send in any areas of contention prior to the meeting to try and speed up the meeting.</p> <p>Graeme Bruce joined the meeting at his point.</p>	<p>Committee to send in areas of contention prior to the meeting.</p>
<b>Item Five – Draft Budget – Graeme Bruce in Attendance</b>	
<p>These papers were circulated to committee prior to the meeting.</p> <p>Committee were advised this was a first draft which will be worked on and brought back in March meeting. Once the budget is finalised it will be brought back in 6 months for review.</p> <p>Committee were advised that £120k had been allocated in the budget for the repairs to the windows in Phase 3. The Property Services Manager advised that Andrew Notman from Brown and Wallace was dealing with the tender process and hoped work would begin in Spring.</p> <p>Following some questions committee were advised that only one contractor had increased their prices; however the cost of materials was increasing. It was also advised that the Housing Management costs include the depreciation of stock and that the past service deficit has been included in Pensions and Expenses.</p> <p>Committee noted the paper and were advised it would be brought back in March.</p> <p>Committee were also advised that the CCTV contract had been cancelled on 31<sup>st</sup> December 2021 due to lack of reliability and not able to provide the service we want. We are currently in the early stages of discussions with Dalmuir Park to share their service.</p>	<p>Draft Budget to be brought back to committee in March meeting.</p>

<p>Graeme Bruce left the meeting at this point. Committee thanked him for his time.</p>	
<p><b>Item Six – Draft Equality Human Rights Policy</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>It was advised that this item would have to the next meeting as checks had to be made on certain details.</p> <p>A discussion took place on our contractors and their policies and whether they follow their own or ours. The Property Services Manager advised that smaller contractors tend to sign to agree to follow ours, whereas larger companies often have their own.</p>	<p>Details to be checked and amended if required before bringing back to Committee.</p>
<p><b>Item Seven – Housing Management Report</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager took committee through the paper. He advised that we had been successful in receiving funding from the Tenant Hardship Fund and we should see a big improvement in the arrears figures in the coming months as the money comes through.</p> <p>The Housing Manager advised that he had contacted WDC and a few charities about offering an energy efficiency advice service to our tenants; however he was struggling to get anyone to help. One committee member suggested looking at an article that was on Scottish Housing News today that may be of interest. It was also queried if this could be a shared service between ourselves and other local Associations.</p> <p>There were no other questions or comments.</p>	<p>HM to continue trying to an energy efficiency service.</p>
<p><b>Item Eight – Rent Consultation Results</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager advised that they had received only 3 responses to the consultation. Both he and the Housing Officer have already spoken to these tenants to offer help and advice to them.</p> <p>The 5.2% rent increase and the increase to the service charge was approved.</p> <p>Following a discussion the Housing Manager advised he look into the details of the bin pull out service provided and report back at the next meeting.</p>	<p>HM to check details of bin service</p>
<p><b>Item Nine – Quarterly Complaints Performance Report</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager took committee through the report and it was noted.</p>	

<b>Item Ten – Maintenance Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Property Services Manager took committee through the report and it was noted.</p>	
<b>Item Eleven – Tenant Satisfaction Survey Results January 2022</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director took committee through the satisfaction survey and the paper was noted.</p>	
<b>Item Twelve – Health and Safety Update</b>	
<p>The Property Services Manager advised this information had not been circulated prior to the meeting as it was constantly changing and wanted to give a real-time update at the meeting.</p> <p>Committee were advised that there was still 12 fire detection upgrades still outstanding: 9 of these had appointments and 3 were possible forced entry. It was advised that all efforts would continue to be made to contact the tenants and avoid any forced entries. The Property Services Manager highlighted the efforts from our contractor Clyde Electrical in getting the fire detection upgrades done as they had gone above and beyond their requirements to get the job done.</p> <p>Committee were also advised that 250 gas services had been carried out to date; one of which was late due to Kingdom Gas missing it at the very start of their contract which committee had been previously advised of.</p>	
<b><i>**Committee were advised at this point that the meeting had passed 2 hours. Committee were happy to continue as only one item left.</i></b>	
<b>Item Thirteen – AOCB</b>	
<ul style="list-style-type: none"> <li>• Following the article in the Newsletter, Committee were advised that we had a received a letter nominating a tenant for the Good Neighbour Award. A brief summary of the letter was read to committee and it was agreed they were a worthy recipient. The tenant will be contacted to request we can do an article for the following Newsletter.</li> <li>• Committee were advised that following another article in the Newsletter that a tenant had suggested that some of the Community Budget could be used for Bike sheds. It was suggested by Committee that Cycling Scotland should be contacted to see if they are able to provide funding.</li> <li>• Committee were advised that the 10 iPads, 10 Chromebooks and 20 Dongles which we received from the Digital Inclusion grant had all been distributed to some of our tenants who met all the criteria and all had been very gratefully received.</li> </ul>	<p>Good Neighbour recipient to be contacted.</p> <p>Cycling Scotland to be contacted for possible funding.</p>
<b>Item Fourteen – Date of Next Meeting</b>	

As agreed in item four the next meeting would take place on Wednesday 23 <sup>rd</sup> February at 6.00pm to discuss the Business Plan and Options Appraisal. The full Committee Meeting will take place on Wednesday 2 <sup>nd</sup> March at 6.00pm.	

Signed:	Date:
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