



Minutes of the Meeting with Management Committee held on **Tuesday 26 November 2024 at 6.00pm**
via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas (VLD) Chair	Grant Kennedy (GK) Vice Chair	Colette Kells (formerly Rooney) (CK) Secretary
	Heather Laing (HL)	Patryk Topolski (PT)	Craig Callan (CC)
	Willie MacFarlane (WM)		
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Senior Finance Officer (CA)
	Richard Bolton, Senior Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)	

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting and thanked committee members for attending. Apologies were NOTED for Sandra Rodger, Eddie Dallas and Blanche McGinn.	PM to update register.
2.	Declarations of Interest	
	None.	
3.	Minutes of Previous Meeting held on 22 October 2024 (Issued in advance to committee)	
	Proposed Patryk Topolski Seconded Colette Kells	Upload minutes to website
4.	Matters Arising	
	PL went through the matters arising schedule from the previous meeting with committee.	

	<p>Community Development</p> <p>RB updated committee on the work of the community development team. RB advised he was having to backdate the project outcomes from the 22 projects due to a change in the information the funders require.</p> <p>A Christmas lunch up at Law View will take place on the 19th of December. The centre is hosting a yoga group this coming Sunday, hopefully will become a regular booking.</p> <p>The committee debated storage at the centre and wording for a storage policy, as follows:</p> <p>“CentrePoint Community Hub is a public building and, as such, is used by numerous people of all ages. Hirers may be given permission for the storage and/or the installation of equipment on request to GPHC but must be aware such items may be used by any person entering the building or grounds.</p> <p>GPHC does not accept any liability for any items stored within the community centre or grounds, even if contained within lockable units. GPHC reserves the right to revoke any agreement for storage at any time or to remove any items stored without permission or left outside the allotted storage area.</p> <p>5. GPHC does not accept liability for any such items and may request their removal at any time at the customer’s expense. Upkeep and maintenance of customer equipment is the responsibility of the customer.”</p> <p>Committee APPROVED the wording for a policy on storage in the centre.</p> <p>A committee member suggested storage cupboards in the corridors of CentrePoint.</p> <p>RB advised that a group which had started in the centre a few months ago was a great success. The group is designed for adults with supported needs and the group meet every Tuesday.</p> <p>A committee member suggested ‘a giving tree’ as a way to give something back to the tenants, RB cited an example in Port Glasgow.</p> <p>EH advised committee that staff had contacted all our contractors to see if that wanted to make a donation in vouchers which would be given to assist some of our tenants for Christmas. EH added that some contractors had already generously donated.</p> <p>Committee expressed thanks to the staff and the contractors who had donated.</p> <p>RB left the meeting.</p>	<p>Wording for a policy on storage in the centre approved</p>
<p>6.</p>	<p>Ethical Conduct and Notifiable Events (SHR Covenant Issue)</p> <p>PL discussed and management committee reflected on the report provided to the Scottish Housing Regulator, discussing correspondence between the Co-op and SHR since then.</p>	

	Committee thanked PL for the update and welcomed the feedback. Finance training would take place before the next management committee meeting.	Finance Training January 2025
7.	Scottish Housing Regulator (SHR) Feedback	
	PL advised that the regulator were happy with the lessons learned report provided and had closed off the notifiable event. Committee NOTED the report.	
8.	8.1 Tenant Safety - Internal Audit	
	EH advised committee that the audit went well, but we are still waiting for the report from the auditor. This was NOTED by committee.	
	8.2 Communal Fire Risk Assessments	
	PM advised committee that he was looking into commissioning communal fire risk assessments for the Co-op. PL added that he was consulting with other senior officers on their approach to communal fire risk assessment. A committee member contributed by confirming what his own RSL does in this respect. PL thanked them for the contribution and said he may be in touch. This was NOTED by committee.	PL to contact other RSLs
9.	9.1 Asset Management Strategy	
	Committee APPROVED the Asset Management Strategy, previously sent out and discussed at meetings prior to tonight.	Asset Management Strategy approved
	9.2 Law View Review	
	EH updated committee that our provider of the warden service at Law View, Aspire had written to the Co-op to advise of the ending of funding for the service from North Lanarkshire Council. Liz, the former warden at Law View has obtained alternative employment. The Co-op has made arrangements as previously approved by committee, to ensure there is a smooth transition. Committee NOTED the update provided.	
	9.3 Law View Kitchens	
	PL reminded committee that staff have being doing the background preparation, but Law View kitchens had been put back because of the colder weather,	

	<p>following requests from tenants. It is likely the advert for the work will be placed in January 2025.</p> <p>Committee NOTED the update provided.</p>	
10.	<p>Housing Management Performance Reports (Issued in advance to committee)</p>	
	<p>EH referred to the Housing Management Performance Reports and confirmed that performance is good all round. No questions were asked.</p> <p>Committee NOTED the Housing Management Performance Reports.</p>	
11.	<p>Repairs & Tenant Safety Performance Report 1st Quarter to 30/09/2024</p>	
	<p>PL referred to the Repairs & Tenant Safety Performance Report and confirmed that maintenance is performing well within target timescales.</p> <p>Committee NOTED the Repairs & Tenant Safety Performance Report.</p>	
12.	<p>Finance – 12.1 Management Accounts to 30/09/24 (Issued in advance to committee)</p>	
	<p>CA read his report on the Management Accounts up to the 30th of September 2024.</p> <p>The document provides financial commentary on any variance against the budget for the period ended 30 September 2024</p> <p>The Statement of Comprehensive Income or the Income and Expenditure shows a surplus to date of £66,040 against a budgeted surplus of £69,458.</p>	
	<p>The Statement of Financial Position highlights the movements in assets and liabilities, cash and reserves. The cash balance is sitting at £503,475 compared to the budgeted £599,841.</p> <p>A committee member asked why there was a difference between the actual and the budgeted amount.</p> <p>CA explained that the difference mostly relates to our decision to pay the whole insurance premium in April rather than spreading it across 24/25 which is saving us paying interest on our premium.</p> <p>Committee APPROVED the Management Accounts to 30/09/24</p>	
	<p>12.2 Budget (draft) to 31/03/26</p>	
	<p>The budget (draft) to 31/03/26 was DEFERRED and will go to the February 2025 meeting.</p>	<p>Budget (draft) to 31/03/26 deferred</p>

<p>12.3 Rent Increase 2025/26 (Issued in advance to committee)</p>	
<p>EH spoke to the paper provided to committee in their paperwork.</p> <p>EH advised that the proposed recommended that the Co-op consults with tenants on a rent increase of 3.3% (CPI + 1% as per Business Plan) across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total).</p> <p>EH added that a proposed 3.3% increase will allow the Co-op to maintain the current level of service and spend required to maintain our homes and applying 2.3% to the 4 apt newbuild properties will help us to bring the rent charge more in line with that of other local Registered Social Landlords and the Scottish Average.</p> <p>Committee discussed the proposal.</p> <p>A committee member added that they felt it was important to keep proposed rent increases as low as the Co-op can afford to reflect the financial realities, post Brexit and the pandemic.</p> <p>Committee APPROVED the proposal to consult tenants on a proposed rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total).</p> <p>Included within this consultation will be the proposed change from charging rents 4 weekly to monthly from 1 April 2025.</p> <p>The consultation process collating the feedback from tenants have to be returned by 8 January 2025 and the Rent Review Focus Group is scheduled to take place on Tuesday 14 January 2025.</p> <p>EH asked committee if they were supportive of encouraging tenants to pay the rent charge monthly.</p> <p>A committee member asked why the Co-op wanted to encourage tenants to move from 4 weekly to a monthly payment instead. EH stated that most people are paid monthly, and universal credit is also paid monthly too. It was confirmed however, that while we hope to charge rents monthly, tenants can still pay by the frequency suiting them.</p> <p>CA added that in regard to the accounting period it is easier if payments are monthly and not 4 weekly.</p> <p>Committee APPROVED the proposal to consult tenants on changing their rent payments from four weekly to paying monthly.</p>	<p style="text-align: center;">Consult tenants on a proposed rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total).</p> <p style="text-align: center;">Consult tenants on a proposal to change rent payments from four weekly to monthly</p>
<p>12.4 Loan Covenants (Issued in advance to committee)</p>	

	<p>PL advised that PL & CA have a meeting scheduled with the Co-op's Relationship Manager at the bank. The Co-op has a loan expiring next year, so we have the option of paying off the loan earlier than scheduled, or refinance to extend the current terms.</p> <p>A committee member asked if it would be advantageous to pay off the loan.</p> <p>CA confirmed that the Co-op would make a saving avoiding interest payments if the loan was paid off earlier than expected, but we would not do so if it put the Co-op at risk.</p> <p>Committee NOTED the update provided.</p>	
	12.5 Finance Function	
	<p>PL advised committee that the Co-op's long standing finance agent would be retiring at the end of March 2025.</p> <p>The committee were appreciative of the length of service and dedication they had shown in their time with the Co-op.</p> <p>PL advised that as previously discussed we will assess what is required going forward.</p> <p>Committee NOTED the update provided.</p> <p>CA left the meeting.</p>	
	Kit & Kat Productions Feedback	
13.	<p>EH read out a thank you card from Kit & Kat Productions. Filming had recently taken place in the community and the Co-op had assisted the production. The committee collectively appreciated the warm words of thanks.</p>	
	Payments, Benefits & Entitlements	
14.	None	
	Membership Report	
15.	Committee APPROVED the two membership applications.	
	Staffing	
16.	None	
	Senior Staff Appraisals	
17.		

	<p>PL advised committee that he would start to schedule in the senior staff appraisals from January 2025.</p> <p>Committee NOTED the update provided.</p>	
	<p>Correspondence</p>	
18.	<p>18.1 SHR – Registered Social Landlords borrowing down in 2023/24 as interest rates reach 15-year high, Regulator reports</p> <p>The correspondence was discussed and NOTED.</p> <p>18.2 SHR – Housing Regulator publishes annual report and accounts for 2023/24</p> <p>The correspondence was NOTED</p> <p>18.3 SHR - Regulator publishes the outcome of its thematic inquiry into tenant and Gypsy/Traveller participation in Scottish social housing</p> <p>The correspondence was discussed and NOTED</p> <p>18.4 SHR - Regulator publishes update on reinforced autoclaved aerated concrete (RAAC) in social housing</p> <p>The correspondence was discussed and NOTED</p>	
19.	<p>Use of Delegated Authority</p> <p>None</p>	
20.	<p>Any Other Competent Business</p> <p>PL advised that details of the Housing Perks scheme (a cost of living support solution for housing association tenants) is due to be sent out to tenants this week.</p> <p>A Christmas committee and staff get together was suggested by a committee member with some food and games.</p> <p>A committee member suggested holding the event in the centre to keep costs to a minimum, this was unanimously approved.</p> <p>A date of Tuesday the 17th of December was agreed.</p>	<p>Arrangements to be made</p>
21.	<p>Summary of actions / decisions at this meeting</p>	

	<ul style="list-style-type: none"> • Committee APPROVED the proposal to consult tenants on a proposed rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total). • Committee APPROVED the proposal to consult tenants on moving their rent payments from four weekly to paying monthly. • Management Accounts to 30/09/24 – APPROVED • Membership application – APPROVED • Asset Management Strategy – APPROVED • Commissioning Communal Fire Risk Assessments – APPROVED • Wording for storage policy for centre - AGREED 	
	Meeting Evaluation	
22.	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting had covered a wide range of topics and acknowledged the progress achieved in the year.</p>	
	Date and time of next meeting Tuesday 21st of January 2025	
23.	VLD reminded Committee members of the date of the next meeting.	
	Meeting Close	
24.	VLD thanked committee & staff for attending the meeting and the meeting closed at 7.50pm. VLD wished anyone who couldn't attend the Christmas event a wonderful Christmas and New Year.	

