



Minutes of the Meeting with Management Committee held on **Tuesday 28 February 2024 at 6pm** via in person & via Teams at CentrePoint

**Minutes**

<b>Present:</b>	Victoria Dallas, Chair (VLD)	David Cooper, Vice Chair (DC)	Heather Laing (HL)
	Blanche McGinn	Craig Callan (CC)	Eddie Dallas (ED)
	Sandra Rodger (SR)		
<b>In Attendance</b>	Cathy Brien, Director (CB)	Paul Lennon, Depute Director (PL)	Paul Murphy, Senior Corporate Services Officer (PM)
	Craig Anderson, Senior Finance Officer (CA)	Richard Bolton, Senior Community Development Officer (RB)	Kevin Plunkett, Data Administrator / Housing Assistant (KP)

	<b>Agenda Item</b>	<b>Action</b>
1.	<b>Welcome and Apologies</b>	
	VLD welcomed everyone to the meeting. Apologies were <b>NOTED</b> for Elizabeth Cooper, Colette Rooney, Patryk Topolski, Grant Kennedy and Elaine Hyslop (EH).	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	No declarations of interest.	
3.	<b>Minutes of Previous Meeting held on 30 January 2024</b>	
	Proposed <b>Heather Laing</b> Seconded <b>Sandra Rodger</b>	
4.	<b>Matters Arising</b>	
	PL confirmed that the Co-operatives membership report had recently been updated.  PL explained that the rent increase letter notification has been sent out to all tenants.  PL stated that Virgin Money Bank were satisfied with the recent valuation to all properties.  PL to meet with maintenance consultant regarding Law View and to meet Ian Thomson.	
5.	<b>Directors Recruitment</b>	

	<p>VLD referred to the recent interview for the post of director and after the recruitment process PL has been appointed director after the retirement of CB.</p> <p>PL was congratulated on his new position by all in attendance.</p> <p>PL thanked CB for giving him the opportunity to be employed with the Co-operative and now to take on the role as director.</p> <p>CB congratulated PL and stated that PL is the best director to lead the Co-operative into the future.</p> <p>VLD thanked CB for all her work and help over the years and will be sorely missed by everyone.</p>	
<p><b>6.</b></p>	<p><b>Community Development Team Funding</b></p> <p>RB read though his report on Community Development and CentrePoint, with an update to all in attendance.</p> <p>RB updated all on Cash for kids, the application had been successful and £3,250 had been secured for Tesco vouchers (£50 for the 65 children). RB thanked all housing staff for their help and assistance.</p> <p>RB confirmed that the Co-operative had been unsuccessful in securing funding from Mental Health and Well-being Fund Phase 3. The funding was to cover various activities and cover staffing cost for post ending on 31 March 2024</p> <p>RB stated that this now affects two staff members (Community Development Assistant and Community Team Assistant) as the funding for these posts will end on 31 March 2024.</p> <p>RB explained costings and budgets for the posts to be retained and also confirmed that an application has been made to Forgewood Holdings for additional funding to have a short extension on the contracts.</p> <p>RB proposed to extend the posts for an additional 2 months i.e. up 31 May 2024, if the budgets allow. The costs to both Co-operatives would be £7,218 (50% per Co-operative = £3,609). The extension would allow the staff an additional 3 months to find new employment.</p> <p>PM stated that the Co-operative may have to pay redundancy if any staff are retained for 2 years.</p> <p>Discussions took place and the proposals for keeping the staff for an additional 2 months was agreed. The matter is to be discussed further and approved at the Staffing Subgroup meeting in March 2024. PL confirmed that this would impact the budget.</p> <p>RB read over a CentrePoint Community Hub update.</p>	<p><b>Update to committee on possible funding of posts</b></p>

	<p>RB stated that CentrePoint is still quiet but the team continues on transforming CentrePoint into a thriving community hub. RB read the existing bookings in Centrepoint.</p> <p>RB explained that £700 from North Lanarkshire Council to deliver a 'cost of living event'. The event will take place on Friday 15th March 4.30 – 7.00pm and will be delivered in a fun and creative way.</p>	
7.	<p><b>Budget 2024-2025</b></p> <p>CA read through his report on the Co-operative's budget, which covers the financial year 1st April 2024 to 31st March 2025. CA stated that the budget is prepared in line with the objectives of the Co-operative and its 30-year projections.</p> <p>CA commented that the Co-operative is expected to exercise high quality financial management in all aspects of its business activities.</p> <p>CA explained that after the rent consultation with tenants between November and January. The rent review focus group and management committee, agreed that the Co-operative should apply a 5 percent rent increase (3 percent for 4 apartment new build houses). As the result of the rent increase the total rental revenue for the year is expected to be £1,189,498.</p> <p>CA stated that the increase would allow for an assumption for void and bad debts loss of 1%. Income of £65,060 from the sale of services to Forgewood Housing Co-operative also included.</p> <p>An additional £63,195 is expected from lets in CentrePoint and the Co-operative anticipates additional monies from the amortisation of grants for the CentrePoint and for medical adaptations.</p> <p>CA confirmed that as a result net turnover will be £1,330,858. The expenditure for 2024 – 25 which includes the operating and indirect costs will be £1,102,203. The projected surplus for the financial year is £92,005.</p> <p>CA explained that staff levels will be lower next year but a 5.5% salary increase in costs have been applied to the existing staff.</p> <p>CA commented that the Co-operative share the following services with Forgewood Housing Co-operative - Director, Finance and part of the Housing function, the anticipated spend of £45,238. This results in £609,570 being spent on Management and Administration costs.</p> <p><b>MAINTENANCE COSTS PLANNED MAINTENANCE</b></p> <p>CA read through maintenance costs to all in attendance and stated that the Co-operative have budgeted for £100,000 on kitchens. Also included in the</p>	

budget is £10,000 for new bathrooms, £15,000 for boiler replacements and £5,600 for a new alarm system at Law View.

### **CYCLICAL MAINTENANCE AND REVENUE PLANNED MAINTENANCE**

CA stated that In addition to the planned maintenance, the Co-operative will spend £63,463 on cyclical maintenance. These include gas servicing, ground maintenance charges along with bulk uplift, gutter cleaning and roof anchor testing.

The main spend categorised as revenue planned maintenance over the next financial year is £6,576 for legionella testing and £8,800 painting at Law View. Smaller spend included electrical testing, cleaning of bin stores and EPC certificates.

### **CASHFLOW PROJECTION**

CA stated that the overall cashflow will reduce by £109,488, from £671,900 to £562,412 by the end of the year. CA commented that the reduction is in line with the current projections.

### **STATEMENT OF FINANCIAL POSITION CURRENT AND NON-CURRENT ASSETS**

CA stated that the Co-operative expect the value of the fixed assets to be £5,400,939 by the end of the financial year.

### **LONG TERM LIABILITIES AND CURRENT LIABILITIES**

CA explained that the Co-operative has several long-term loans with Virgin Money. These have an outstanding balance of £2,213,882 at the end of the financial year.

### **BANK COVENANTS AND KEY PERFORMANCE INDICATORS**

CA stated that the annual budget meets all bank covenants and is not in breach of any requirements. All key performance indicators have been achieved.

### **COMPARISON TO PREVIOUS YEAR**

CA stated that the budget compares well with the actual results of the last audited financial period. There has been a significant reduction in the reactive, cyclical, and planned maintenance costs. CA stated that this is due to staff changes in 22/23 and the identification of other contractors to carry out specialised work.

CA confirmed that investment costs have increased but are in line with the approved 30 year protection. The insurance premiums shown the largest increase in costs in comparison to 23/24, increasing from £42,226 to £94,104.

	<p>The increase is due to external factors with the insurance industry, this has seen all insurers increase their prices.</p> <p>CA concluded that the budget comfortably ensures continued care of the housing stock and meets the operational needs of the Co-operative. Also the outlined budget meets all covenant requirements with the bank and compares well with known results of other RSL's that are comparable in size to GPHC.</p> <p>HL commented that windows for Phase 2 of Heathfield had not been included in the budget. PL stated that they are included in the 5 year projections and specifications are being looked at for more energy efficient windows.</p> <p>PL discussed his future meeting with the maintenance consultant to discuss Law View kitchens and updating the 5 year projections.</p> <p>PL stated that this topic would be discussed at the next management committee meeting.</p> <p>DC enquired about the Community Alarm at Law View. PL stated that meeting with Tunstall, Kieron Sheehan (KS) and KP in attendance, EH and KS get best costings and advice to deliver the best service to tenants at Law View.</p> <p>PL stated that Law View maybe reclassified as general needs accommodation with support. This was after receiving legal advice on the housing support service from North Lanarkshire Council ending.</p> <p>PL explained that North Lanarkshire Council has delayed the meeting to discuss the removal of the service at Law View. This will go to councillors in May 2024.</p> <p>A discussion taken place on committee training; it was agreed to do this in-house to save costs.</p> <p>All the management committee in attendance agreed the budget.</p>	
8.	<p><b>Management Accounts up to the 31st of December 2023</b></p> <p>CA read through his report on the overall performance against budget. The document provides financial commentary on the variance against budget for the period ended 31 December 2023 along with the Management Accounts to the 31st of December 2023, these detail the Co-operatives position up the 3<sup>rd</sup> quarter (31 December 2023)</p> <p>CA explained that the Statement of Comprehensive Income or the Income and Expenditure shows a surplus to date of £30,058 against the budgeted £57,625.</p> <p>CA stated that the Statement of Financial Position highlights any movement in assets and liabilities, cash, and reserves. The cash balance is £671,978 compared to the budgeted £663,495.</p>	

	<p>CA stated that the covenant calculations or key indicators on page 5 are in line with the loan arrangements which provide confirmation that the Co-operative meets the Virgin Money covenant ratios and gearing measures.</p> <p>CA explained that pages 4, 6 &amp; 7 outline the actual costs compared to the budget with the variances over £2,000 or 20% detailed. CA read over all of the figures to all in attendance and all savings and overspend.</p> <p>CA stated that some costings have been reclassified on the budget system, legal fees have increased and IT costs increased due to moving to the cloud.</p>	
<p>9.</p>	<p><b>Staffing Paper</b></p> <p>CB read through the staffing paper report from EH and stated that she had recently carried out staff appraisals and was seeking approval for staff training.</p> <p>CB stated that staff are encouraged to undertake staff training and further their career. Training to be considered for two staff members.</p> <p>CB stated Josh to be considered to undertake the ACCA Foundation Diploma qualification as soon as possible. A development plan has been drawn up for Josh via CA.</p> <p>CB explained that Laura Sneddon has been put forward to undertake the CIHS Level 3 in Housing Practice. CB explained that EH has seen a vast improvement in Laura's work and this course would be online from May – November.</p> <p>CB stated that these are excellent opportunities for both staff members and the Co-operatives would reap the rewards of the training and personal development.</p> <p>The management committee agreed for both staff to undertake the training.</p>	
<p>10</p>	<p><b>Housing Management Write-Off Report</b></p> <p>PL explained to all in attendance that the write off reports are due before the end of the year. The report covers current/former tenant debts and prepayments (credits) for the rent account, recharges and tenant court/legal costs.</p> <p>PL explained the reasons for the write-offs for former tenant debits and credits, then gave examples to all in attendance.</p> <p>PL then read through the recommendations for write offs.</p> <p><b>Former Tenant Arrears Cases</b></p> <p>GPHC has a total of £21,896.85 in former arrears for 23/24, the proposal is to write off £17,226.15</p>	

	<p><b>Current Tenant Arrears – Proposed Write-off 2023-24</b></p> <p>PL explained that the Co-operative has 1 proposed current tenant write off totalling £1,169.59, due to insolvency and legal procedures being followed.</p> <p><b>Former Tenant Prepayments (Credits) Cases</b></p> <p>No former credit cases require write-off.</p> <p><b>Former Tenant Re-Chargeable Repairs Cases</b></p> <p>The Co-operative has 7 former rechargeable repair write offs totalling £3,451.82</p> <p><b>Former Tenant Court/Legal Costs</b></p> <p>2 write offs for former tenant court/legal costs for £781.01</p> <p><b>Conclusion</b></p> <p>Where a debt or credit has been written off and the debtor/creditor subsequently traced, the debt/credit can be reinstated with the approval of the Housing Manager.</p> <p>The total amount of former arrears recommended for write off is £17,226.15. This represents 1.52% of the Co-operative's annual rental income of £1,135,642.</p> <p>There are no prepayments (credits) recommended for write off.</p> <p>The total amount of current arrears recommended for write off due to Bankruptcy discharge is £1,169.59. This represents 0.10% of the Co-operative's annual rental income of £1,135,642.</p> <p>The total amount of former re-chargeable repairs recommended for write off is £3,451.82. We have recovered £1,760.09 towards re-chargeable repairs during the year.</p> <p>Management Committee approved the write offs included in the report.</p>	<p><b>Write offs to be processed</b></p>
<p><b>11.</b></p>	<p><b>Close Lighting</b></p> <p>PL referred to a report from Kieron Sheehan (KS) regarding the forthcoming changes to the use of fluorescent lights in the UK and the phasing out of these lights that are used in our closes.</p> <p>PL explained that the new lights are compatible with the existing fixture and read out the following advantages of the LED lighting -</p>	

	<ul style="list-style-type: none"> <li>• Compatibility with existing fixtures</li> <li>• A long lifespan of up to 50,000 hours</li> <li>• Energy savings of up to 90%</li> <li>• Environmental benefits—LEDs are mercury-free and recyclable.</li> <li>• Moreover, LED lighting provides instant, flicker-free illumination, ensuring both efficiency and convenience.</li> </ul> <p>PL explained that Forgewood had carried out a pilot and working well.</p> <p>PL commented on the Co-operatives environmental policy and savings that can be made by fitting these types of lights.</p> <p>Budget for this project to be looked at as not in current programme.</p> <p>DC asked if they lights were tamper proof. PL stated that he would discuss this with KS and feedback to the management committee.</p> <p>Management Committee approved the report and PL to speak to KS going forward.</p>	<b>PL to update committee on lights</b>
	<b>Staff Training</b>	
12.	Covered under agenda item 9.	
	<b>Insurance Renewal 2024-2025</b>	
13.	<p>PL stated that he met with the insurance broker to discuss the new proposals 2024-2025. PL explained that the Co-operative has been advised that prices are to increase. The budget has a 40 percent uplift to be more realistic when carrying out the insurance renewal.</p> <p>The Co-operative had not received a renewal proposal at the moment, a price will be received over the next few weeks before the renewal date in April 2024.</p>	
	<b>Law View</b>	
14.	<p>PL stated that the Co-operative was still awaiting an update on Law View.</p> <p>PL commented that EH has been meeting with other telecare system providers regarding the upcoming digital upgrades at Law View.</p> <p>To be discussed at further meeting when decision has been made on the service.</p>	<b>Further update at next management committee meeting</b>
	<b>Staff Privacy Notice</b>	
15.	PM read over the staff privacy notice regarding staffs personal data to all in attendance. Policy agreed by all in attendance.	



	<b>Membership Report</b>	
16.	<p>PM advised the committee that there were no new membership applications to be considered.</p> <p>PM advised that Nichols Hill is resigning from the management committee and as a result the Co-operative will have 12 members on the management committee.</p> <p>A leave of absence request for Elizabeth Cooper was <b>APPROVED</b></p>	
	<b>Staff Appraisals</b>	
17.	PL confirmed that EH had carried out all staff appraisals as required.	
	<b>Ethical Conduct and Notifiable Events</b>	
18.	CB advised that VLD will log onto the SHR portal to report and verify the change of Director.	<b>Notifiable event to be lodged</b>
	<b>Payments, Benefits &amp; Entitlements</b>	
19.	None.	
	<b>Health &amp; Safety</b>	
20.	<p>PM explained that two staff had disclosure checks carried out.</p> <p>PM stated that three staff members are carrying out legionella training with all staff undertaking ASCO online health and safety training.</p> <p>PM also explained that staff have been registered to TSG Academy for online IT training.</p>	<b>PM to arrange training</b>
	<b>Correspondence</b>	
	<b>Regulatory Framework</b>	
21.	PL referred to the correspondence from the SHR regarding new Regulatory Framework and confirmed that all RSL's must provide more information on the assurance statement to include health & safety and tenant safety.	
	<b>Pay Negotiations</b>	
	PL referred to email from the EVH regarding the pay negotiations and commented that during the last ballot the proposal of 5.5% was rejected. Awaiting new proposal information.	
	<b>Use of Delegated Authority</b>	
22.	None.	

	<b>Any Other Competent Business</b>	
23.	None.	
	<b>Summary of actions / decisions at this meeting</b>	
24	PL asked all in attendance if they had any feedback from the meeting.  All happy with the meeting and no comments.	
	<b>Meeting Evaluation</b>	
25.	<b>PM commented on the following points from the meeting –</b>  Status of Community Staff Training for Josh Colins and Laura Sneddon Menopause training	
	<b>Date and time of next meeting</b>	
26.	Tuesday 26 March 2024 at 6pm.	
	<b>Meeting Close</b>	
27.	VLD thanked committee & staff for attending the meeting.  The meeting ended at 7.30pm.	