

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 5
Management Committee Meeting Minutes:
Hybrid Meeting held on 2 March 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (Zoom) Margaret Smith (Zoom) Sarah Lack Fiona Bowman Michael McDevitt Ryan Cowan	Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member	
	Apologies	Corrina Brewer Catherine Brown Shona Johnson Rose O Malley Kirsty Bavidge	Chairperson Committee Member Committee Member Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat	Director Senior Housing Officer	

2.	Declaration of Interest and Committee Update There was no declaration of interest and no committee update.	There were no declarations of interest and no committee update.
3.	Notifiable Event There were no notifiable events	No notifiable events.
4.	Freedom of Information (FOI) Update There was one FOI request from BBC Scotland relating to information on evictions that was noted by the Management Committee.	Committee noted one FOI request.
5.	Minutes of Management Meeting held on 2 February 2023 The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Sarah Lack and seconded by Fiona Bowman.	Committee approved the Management Minutes of 2 February 2023
6.	Notes of Office Bearers on 16 February 2023 The notes of the Office Bearers meeting were circulated prior to the meeting and approved by the Management Committee.	Committee noted the office bearers meeting on 16 February 2023
7.	Action Note of Meeting to 2 February 2023 The action note to 16 February 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 2 February 2023

8.	<p>Tom Atkinson, Maintenance Consultant, Dampness and Mould Training</p> <p>The Maintenance Consultant presented training on dampness and condensation training. The Management Committee discussed the recording and reporting systems that were in place, use of inspections and specialist contractors and review periods. The Management Committee noted the financial pressures on tenants to heat homes in cold weather and were pleased that there were no structural defects causing dampness. It was agreed that Management Committee would monitor reports of dampness and mould on a quarterly basis.</p>	<p>Committee discussed the health and safety of tenants in relation to dampness and mould and were assured at the response from the Association.</p>
9.	<p>Property Management Reports</p>	
9.1	<p>Write Off Reports 2022-2023</p> <p>This report was circulated prior to the meeting and following discussion the Committee approved the write off reports for 2022-2023. Committee agreed that there were no write offs proposed for current tenants. It was agreed to write off but pursue former rent balances of £1455.09 and former tenant rechargeable repairs of £9,584.93</p>	<p>Committee approved the write off reports for 2022-23</p>
9.2	<p>Target Reports 2023-2024</p> <p>This report was circulated prior the meeting and noted by the Management Committee. The Committee discussed in detail the target for section 5 referrals and also agreed to increase the targets for post inspections. The Management Committee approved the Property Management Reports for 2023-2024.</p>	<p>Committee approved the target report for 2023-2024</p>
10.	<p>Directors Report</p>	
10.1	<p>Staffing Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. A member of the Staffing Sub Committee updated the meeting on the recent recruitment exercise. It was noted that the recruitment exercise had been successfully completed. The Management Committee were pleased with the new appointment.</p>	<p>Committee noted the recruitment exercise had been completed successfully.</p>
10.2	<p>Treasury Management Deposit Review</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the increase in interest rates and approved the review.</p>	<p>Committee approved the review of the long-term deposit.</p>
10.3	<p>Risk Review – March 2023</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Committee approved the risk review and noted that a new risk assessment would be developed in 2023 as part of the internal audit process with the internal auditor?</p>	<p>Committee reviewed risk to March 2023 and noted that risk assessment would be part of internal audit in 2023</p>
10.4	<p>Staff Appraisals and Committee Review 2023</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Following discussion and a review of the 2022 process, it was agreed that the committee appraisal process for 2023 would be undertaken by Lyndsay Moffat, Senior Housing Officer,</p>	<p>Committee agreed the arrangements for committee</p>

	who had gained a governance qualification. It was agreed that an independent external review would take place every three years.	appraisals for 2023
10.5	Review of Business Plan targets 2023 This report was circulated prior to the meeting and approved by the Management Committee. The Committee worked through the business plan targets and reviewed the plans to date. It was noted that a new business plan would be developed in late 2023 with an external consultant.	Committee reviewed the business plan and noted that a new plan would be developed in October 2023
10.6	Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the Altair consultancy on regulation and noted that the SHR would be focusing on dampness and condensation issues.	Committee noted the consultancy work on regulation and the focus on dampness and condensation.
10.7	Connect Community Trust Committee noted the updated on the Connect Community Trust, the appointment of a new senior officer, the challenges of short-term funding and issues with recruitment. Following discussion, the Management Committee agreed to invite the Chief Executive of Connect to a meeting with the Management Committee.	Committee noted the update on Connect Community Trust
10.8	Treasurer Quarterly Reports The Treasurer provided a verbal update on the quarterly finance checks to December 2022.	Committee noted the quarterly treasurer quarterly reports to December 2022
10.9	Glasgow City Council Budget: Impact on Gardeen HA This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the impact of the increase in the council tax and the proposed charge for the disposal of garden refuse. The Committee noted that this would have an impact on the Gardeen area if tenants could no longer dispose of grass cuttings	Committee discussed Glasgow City Council budget for 23-24 and the potential impact on costs for Gardeen HA
10.10	Review of Hybrid Meetings This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the success of the hybrid meetings with mixed reviews, but all committee members welcomed the opportunity to join meetings in person or by Zoom and the new equipment had improved the sound quality. It was agreed to continue with hybrid meetings.	Committee reviewed hybrid meetings and agreed to continue with them.
10.11	Pendeen Road Site This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the press release from	Committee noted the decision of

	Springfield and discussed increased costs on new homes and noted that Springfield were pausing development until market conditions improved.	Springfield to delay development due to market conditions.
11.	Correspondence	
11.1	Scottish Housing Regulator Update on Tenant and Resident Safety Survey: January 2023	Noted
11.2	Scottish Housing Regulator Dampness and Condensation Briefing Noted	Discussed and acknowledged
11.3	Aberlour Trust Thank you letter	Noted
12.	Health and Safety Ladder inspections and safety inspections were carried out monthly basis. January update to health and safety manual – no major changes	Noted
13.	Newsletter and social media Newsletter to be issued in April 2023. Social media monitored and updated.	Noted
14.	Membership Applications There were no applications for membership.	Noted
15.	Training Feedback The Treasurer would be attending health and safety for tenants training and would report back.	Noted
16.	EHRA Update Quarterly meetings suggested to encourage increased attendance.	Committee noted EHRA update
17.	EVH Monthly Report: There was no update	Noted
18.	AOCB 18.1 Purchase of Flat Committee were disappointed that they had been unable to purchase a factored flat. Glasgow City Council had given approval for the purchase and the Committee noted that the property had been sold within two days, It was agreed however to try and purchase additional flats, if they became available. 18.2 Feedback from Tenants The Senior Housing Officer read out feedback from tenants relating to the support that was provided to them by providing tenants with shopping vouchers. This had been funded by the Lottery Cost of Living Fund.	Committee noted that they had been unable to purchase a factored flat and agreed to try and purchase any other flats that became available. Committee were pleased with the positive feedback from tenants.

	The meeting closed at 8.45pm	
20.	Date and Time of Next Meeting:	6 April 2023

APPROVED: _____

DATE: _____