

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
Tuesday 25th October 2022
at 6.30pm in the Association's Office**

Present:

Edward Harkins – Chair
Robert McLeary
Frances Cunningham
Maryellen McKeown
Jean Stewart
Natalie Kirk
Karen Kirk

In Attendance:

Jim Kerr
Sophie Campbell
Sandra Wallace

AGENDA ITEM 1.0 – APOLOGIES

Apologies noted: Elaine Lister, Karen McCartney & Gary Gow.

Committee discussed looking into the possibility of external assistance if Elaine Lister's absence continues.

Committee also approved a two-month temporary leave of absence for Gary Gow if required due to ill health.

AGENDA ITEM 2.0 – DECLARATIONS OF INTEREST

None noted.

AGENDA ITEM 3.0 – ANNUAL DECLARATIONS

Committee were issued and completed three forms following on from the latest AGM meeting; Declarations of Interest, Declaration of Eligibility to serve on the Management Committee and Code of Conduct for Committee Members.

AGENDA ITEM 4.0 – Election of Office Bearers & Sub-Committee Members

Edward Harkins was nominated for Chair.

Proposed: Mary-Ellen McKeown
Seconded: Jean Stewart

Edward questioned whether his time as chair starts from 25.10.22 or from when he stepped in to cover Robert, Jim Kerr noted he will confirm this. Edward also mentioned a new chair will be needed in future so suggested someone is appointed as vice chair for the last year of Edward being the current chair.

Robert McLeary was nominated for Secretary.

Proposed: Frances Cunningham

Seconded: Jean Stewart

It was agreed that sub-committee members would remain the same as before to provide stability and continuity going forward.

AGENDA ITEM 5.0 – MINUTES OF PREVIOUS MEETING – Tuesday 23rd August 2022

The minutes of the previous meeting held on 23rd August 2022 were noted as a true record.

Proposed: Maryellen McKeown

Seconded: Frances Cunningham

AGENDA ITEM 5.1 – MATTERS ARISING

5.1 Flexible Working Applications (previous agenda item 3.1.3)

Elaine has a meeting re-arranged with Paul McMahon in November to discuss.

5.2 Retail Unit at 38 Hamilton Road (previous agenda item 3.1.4)

The retail units at 38 & 40 Hamilton Road are in the process of being sold. It was noted that various school uniforms were left in one of the units which is now in the Association's possession in the office. The Association will liaise with local schools for distribution as a donation.

5.3 Data Protection Officer (previous agenda item 10.1)

The Director will sign contract.

5.4 Factoring Service at Mill Road (previous agenda item 10.1)

Noted.

5.5 Appraising the Director Training (previous agenda item 10.2)

Still on-going.

AGENDA ITEM 6.0 – MINUTES OF PREVIOUS MEETING – Tuesday 6th September 2022

The minutes of the previous meeting held on 6th September 2022 were noted as a true record.

Proposed: Frances Cunningham

Seconded: Maryellen McKeown

AGENDA ITEM 7.0 – MINUTES OF PREVIOUS SUB-COMMITTEE MEETINGS

Included in papers for information and noted.

AGENDA ITEM 8.0 – ANNUAL ASSURANCE STATEMENT

The Annual Assurance Statement was discussed and approved by the Management Committee and signed by Edward Harkins and will be submitted to the SHR by 31st October 2022.

Proposed: Jean Stewart

Seconded: Robert McLeary

Frances suggested that the Annual Assurance Statement evidence documentation be regularly scrutinised by the Management Committee in segments throughout the year prior to the next submission of the assurance statement.

It was noted by Committee to keep an eye on the risk register especially with current external challenges e.g., rent freeze, rising inflation etc.

AGENDA ITEM 9.0 – COMMITTEE DIGEST

Committee discussed the Rent Increase 2023-2024 and advised to start the rent consultation as the Government will be looking at information mid-December.

Committee also informed the comments should be sent to GWSF by the 25th of November regarding the consultation on affiliation fees. Committee agreed the fees are reasonable.

AGENDA ITEM 10.0 – CORRESPONDENCE

Elaine Lister hasn't responded to email due to her absence, so Jim Kerr to forward to committee if required.

AGENDA ITEM 11.0 – AOCB

Frances Cunningham advised she doesn't want to be put forward for any other sub-committees.

Robert also mentioned the New Build Development at New Road, Cambuslang as this is a good opportunity for 40+ houses although they still need to factor in costs, private finance and associated risks.

Edward noted that he has drafted an email to reach out to the younger community to attract new committee members – committee agreed to try.

Edward also noted that he would still like the Association to have a plan/map illustrating the location, type and spread of the Association's housing stock and also ensure that there is a standing item for Community & Engagement in future management committee agendas.

No other business & meeting finished at 19:57pm.

AGENDA ITEM 12.0 – Date of next meeting

Tuesday 22nd November 2022.