

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 17th FEBRUARY 2025

VENUE: CONFERENCE ROOM, 40 WEST STEWART STREET OR
REMOTELY VIA ZOOM

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JUNE GLANCY (JG) (SECRETARY) (*virtual*)
RONNY LEE (RL)
DOREEN WILLIAMS (DW) (*virtual*)
JAMES PATON (JP) (*virtual*)
NANCE SMITH (NS)
MARGARET MCKAY (MM)
WILLIE WILSON (WW)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)

APOLOGIES:- JIM MCELENY (JM_cE)
OLIVE YIGA (OY)

REFERENCE: MIN/MAN/17FEB25/MMCC

Item	Lead Action	Time- scale
1.0 CHAIRPERSON'S REMARKS		
	The Chair welcomed everyone to the Meeting.	
1.1 Health and Safety		
	The Chair advised members of the relevant Health & Safety procedures. The Chair thought it may be useful to have a fire drill planned for a future evening meeting.	
1.2 Apologies		
	Apologies were received from JMcE and OY.	
1.3 Declaration of Interest		
	There were no declarations of interest.	
1.4 Gift & Hospitality Register		
	Members noted no gifts, or hospitality had been received since the last meeting.	
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 20 th January 2025		
	The minutes of the Management Committee Meeting of 20 th January 2025 were proposed by NS and seconded by VR as a true and accurate record of the meeting.	
2.2 Matters Arising		
	A Member asked if a procedure was now in place for a draft minute to be sent to the Chair within 14 days of the meeting, and for the Minutes to be signed. The CEO confirmed this had now been implemented.	
2.3 Use of Seal		
	Members granted permission for signing and sealing of the following: Share Membership Application: [REDACTED] [REDACTED] (£1 Membership paid).	
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
	There were no outstanding items. Noted by Members.	
4.0 FOR DECISION		
4.1 2025/26 Final Draft Budget & Financial Business Plan / 30 yr cost projections		
	The DOF talked through this report in detail and gave a PowerPoint presentation on the 25/26 Final Draft Budget, the corresponding 5-year Financial Statements and 30-year Cashflow Forecast. A Member asked if an actuarial valuation on the pension had been accounted for. The DOF advised the report would be available in September 2025. Members considered and approved the 2025/26 Final Budget, noting the assumptions used as a basis for the budget and financial plan.	

Item		Lead Action	Time- scale
4.2	<p>2025/26 Financial Plan Sensitivity Testing</p> <p>The DOF gave a power-point presentation to Members showing various sensitivity scenarios. Members noted the Financial Plan Sensitivity Testing.</p>		
4.3	Rent Consultation		
4.3.1	Appendix 1 – Rent Consultation Booklet		
4.3.2	Appendix 2 – Electronic survey form		
4.3.3	<p>Appendix 3 – Electronic survey dashboard report</p> <p>The DOH talked through this report in detail. Members were pleased to note that our increase would be the lowest from the local RSLs. Having considered the content of the report, Members approved the standard rent increase at 3.9% and this will apply to all tenancies, occupancy agreements, domestic leases and sharing owners.</p>		
4.4	<p>Service Charge Review</p> <p>The DOH talked through this report and Policy. The Environmental Maintenance charge was frozen 2 years ago due to the landscaping pilot scheme. Now the scheme has been made permanent, it was suggested a 54% uplift be applied from 1st April 2025. The DOH advised a leaflet will be sent to all Tenants explaining the reason for the significant increase and it would also include information on the great work undertaken by the Landscaping Team. Members reiterated the positives of having the Landscaping Team in-house. The CEO advised we also hope to have a feature in the Greenock Telegraph about the Landscaping Service. Members approved the service charges specified in the Service Charge Policy for 2025/26.</p>		
4.5	<p>Allocations Policy Review (ICHR policy)</p> <p>The DOH talked through this report and the proposed changes to the Policy. A Member asked what the rationale was in introducing a silver priority pass to the Homelessness category. The DOH advised this was being introduced to make the system fairer. The DOH also advised of good partnership working with Inverclyde Council as they will now verify properties below tolerable standard. Members approved the Joint Allocations Policy. The DOH advised is this is approved by all partners, it will be implemented on 1st April 2025.</p>		
4.6	<p>Unacceptable Actions Policy Review</p> <p>The DOH talked through the report and the minor changes proposed to the Policy. Members approved the Unacceptable Actions Policy.</p>		
4.7	<p>Donations - spend to date</p> <p>The DOF advised Members approved a budget of £1,000 at the 2024 AGM but only £305 has been donated so far. The DOF suggested that Members remit to the Management Team to decide what charities to donate to, in order to spend the remaining budget. Members approved the Management Team to donate the remaining budget as they see fit.</p>	SMT	Mar 25

Item		Lead Action	Time- scale
4.8	External Door Replacement Contract 2025/26 The DOP talked through this report. Members approved [REDACTED] to carry out the 25/26 external door replacement programme.		
4.9	Kitchen and Heating Replacement Programme 2025/26 The DOP talked through this report. Members approved [REDACTED] to carry out the 25/26 kitchen and heating programme.		
4.10	Common and Non-Common Decoration Contract 2025/26 The DOP talked through this report advising on the rationale on awarding the contract. Members approved [REDACTED] to carry out the 25/26 common & non-common decoration contract.		
4.11	Strone Farm Update [REDACTED]		
			CEO
5.0	FOR DISCUSSION		
5.1	Internal Planning Day The CEO reminded Members of the Internal Planning Day taking place on Saturday 22 nd February 2025. This event will be facilitated by [REDACTED] and it is hoped it will be a productive day looking at the elements of our Business Plan. Noted by Members.		
6.0	FOR INFORMATION / ASSURANCE		
6.1	2024/25 IMP 3 rd Quarter Review The CEO talked through 3 rd Quarter IMP Report. Noted by Members.		

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6.2	2024/25 Policy Review Timetable 3rd Quarter Review The CEO talked through the Policy Review Timetable. Noted by Members.		
6.3	2024/25 Risk Map 3rd Quarter Review The CEO talked through the 3 rd Quarter Risk Map. Noted by Members.		
6.4	2024/25 Customer Care 3rd Quarter Review The DOH talked through the 3 rd Quarter Customer Care Report. Noted by Members.		
6.5	2024/25 Complaints 3rd Quarter Report The DOP talked through the 3 rd Quarter Complaints Report. Noted by Members.		
6.6	2024/25 Wider Action 3rd Quarter Report The DOH talked through the 3 rd Quarter Wider Action Report. The DOH updated Members on the Bunston Grove Meeting, advising an RTO has now been established with 8 members in the group. A Member asked what the residents' issues were. The DOH advised the issues related to public transport, grit bins, playpark facilities and landscaping. Some of these issues are for [REDACTED] to progress, but we will assist where we can. Noted by Members. A Member advised they will be attending the upcoming Committee Roadshow organised by the Community Engagement Officer to give Tenants the opportunity to meet with Committee and find out more about joining our Management Committee. The CEO asked if Members would be willing to record a short video clip on the benefits of being a Committee Member and for it to be uploaded to the website. Members thought this was a good idea and would be happy to take part.		
6.7	2024/25 FOI/GDPR 3rd Quarter Report The CEO talked through the 3 rd Quarter FOI/GDPR Report. Noted by Members.		
6.8	EVH Pay Negotiations Update Report The CEO talked through this report updating Members that the Ballot Paper had now been received. Members noted the outcome of the EVH pay negotiations and approved the 3 year deal as recommended in the Employers Ballot Paper. The CEO advised this would now be completed and submitted to EVH.	CEO	
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	No Items		
8.0	A.O.C.B.		
8.1	Kay Clark Resignation The CEO advised Kay Clark tendered her resignation from the Management Committee on 20 th January. The CEO advised he thanked Kay for her time and contributions to the Management Committee and wished her well for the future. Noted by Members.		

Item	Lead Action	Time- scale
8.2 EVH Annual Conference The CEO advised if anyone wishes to attend the EVH Annual Conference to advise Mary. Noted by Members.		

The meeting finished at 8.05pm with a vote of thanks to the Chair.