

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 28<sup>th</sup> JUNE 2006.**

**1 SEDERUNT**

<b>R McCANN MBE</b>	<b>SECRETARY</b>
<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
<b>C HARVEY</b>	<b>TREASURER</b>
<b>M KERR</b>	<b>COMMITTEE MEMBER</b>
<b>A SWEATON</b>	<b>COMMITTEE MEMBER</b>
<b>S OGILVIE</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>L BROWN</b>	<b>COMMITTEE MEMBER</b>
<b>J CRAWLEY</b>	<b>LEAVE OF ABSENCE</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>J McNICHOL</b>	<b>DEVELOPMENT MANAGER</b>
<b>A ROY</b>	<b>FINANCE MANAGER</b>
<b>A BLACK</b>	<b>ALEXANDER SLOAN</b>

The meeting opened at 6.35pm. M Davidson chaired the meeting in the absence of J Gracey.

**2 AUDITED ACCOUNTS**

Arnold Black was welcomed to the meeting and he reviewed with the Committee the audited accounts for the period ending 31<sup>st</sup> March 2006.

It was noted that there had been increased costs as a consequence of a number of items however this was yet again another solid performance with a strong return for the year.

The Committee confirmed that all relevant information has been made available to the auditor for the purpose of the audit.

The letter of representation was presented at the meeting and this was duly agreed and signed on behalf of the Co-operative by the Vice Chair Mary Davidson and the Finance Manager.

After consideration of the accounts these were duly approved.

It was agreed that J Gracey, C Harvey and R McCann would sign the accounts on behalf of the Committee.

A Black was thanked for his attendance and left the meeting at this point.

Consideration was given to Management letter circulated at the meeting and it was noted that the issue relating to late deposit of monies received was due to workload.

The Committee reviewed the following financial information.

Management Accounts and Audited Accounts reconciliation, only £30 difference on these.

Royline report outlining system for accessing accounts from the office, after reviewing the report this was approved with a limit of £30,000 for any transaction.

GCC authorised signatories reviewed and approved at the meeting and the proforma was therefore agreed to be sent off accordingly.

Loan repayments phases 1 and 2 are due to be reduced however it was agreed to keep the payments at the current levels with a view to reducing term of the loan. It was noted that the bank had removed certain covenants. The bank no longer saw the need to monitor the organisation on a quarterly basis.

A Roy left the meeting at this point.

### **3 PREVIOUS MINUTES**

The previous minutes of 31<sup>st</sup> May 2006 were proposed a true record by M Davidson and seconded by R McCann.

## **4 MATTERS ARISING**

### **4.1 Internal Management Plan Review**

Committee noted the details for the review of the internal management plan with a proposal to visit New Lanark and this was duly approved.

There were no other matters arising from the previous minutes.

## **5 DECLARATION OF INTEREST**

There were no declarations of interest noted at the meeting.

## **6 HEALTH & SAFETY**

Committee considered whether there were any issues of a Health & Safety matter.

It was reported that the safety inspection had been carried out and the report outlined the items to be addressed.

No other matters were raised at the meeting.

## **7 REGENERATION REPORT**

Committee considered the various regeneration reports as circulated with the agenda and the following were agreed:

### **7.1 Development Issues**

Committee noted the capital expenditure report and the contents were duly noted.

Committee reviewed the Kildermorie Phase 10 project report and it was noted that since writing this report DRS have requested that the unit numbers increase to approximately 70.

It was noted that the architect interviews would be held on the 19<sup>th</sup> July.

The Procurement of Contractors Policy was circulated and considered at the meeting and after reviewing this the policy was duly approved.

## **7.2 Wider Agenda Issues**

Committee reviewed the reports circulated in relation to wider agenda activities and these items were noted, including an update on the Glenburn Centre and Park, environmental project and the arts project update.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

### **8.1 GWSF New Structures**

It was noted that the above was looking to provide additional services with a cost of £250 and as Moriehall were members then this will be presented to that Board for consideration.

### **8.2 Communities Scotland Literature Review**

Committee noted that Communities Scotland has issued a literature review on Health & Safety.

### **8.3 Fuel Poverty Canmore**

Committee considered whether they would be involved with the above to provide electricity to vacant properties with a view to reducing cost for tenants and it was agreed to be involved in this project.

### **8.4 Communities Scotland Performance Standards**

Committee noted that Communities Scotland has issued consultation on revised Performance Standards with a focus on changing the emphasis of the current standards to include efficiencies.

## **8.5 Festival Day Greater Easterhouse**

Committee noted details of the above event to be held on the 29<sup>th</sup> July.

## **8.6 SFHA Training Events**

Committee noted details of training events relating to mediation and welfare rights as circulated by SFHA.

## **8.7 Newsletters**

Committee noted receipt of Scotregen and the Standard newsletters.

# **9 TRAINING POLICY STAFF**

Committee reviewed the training policy circulated with the agenda and after consideration this was duly approved.

# **10 AOCB**

## **10.1 Administration**

It was noted that our software company Harkins & Anderson had gone into administration with just over £5,000 of the organisations money.

It was noted that the Director had written to the Administrator regarding this.

The Director was delegated to negotiate a new contract for the Hometeam support.

There was no other competent business therefore the meeting was duly closed.

Meeting Closed at 8.10pm.

**Minutes Approved.....Date.....**