

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 29<sup>th</sup> NOVEMBER 2006.**

**1 SEDERUNT**

<b>R McCANN MBE</b>	<b>SECRETARY</b>
<b>A SWEATON</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>S CAMPBELL</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>
<b>S KEEGAN</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
<b>M KERR</b>	<b>COMMITTEE MEMBER</b>
<b>J McMORROW</b>	<b>DIRECTOR</b>

**IN ATTENDANCE**

<b>N GORDON</b>	<b>CORE SERVICES MANAGER</b>
<b>A ROY</b>	<b>FINANCE MANAGER</b>

The meeting opened at 6.35pm. R McCann chaired the meeting in the absence of the Chairperson.

**2 PREVIOUS MINUTES**

The previous minutes of 25<sup>th</sup> October 2005 were proposed a true record by R McCann and seconded by A Sweaton.

**3 MATTERS ARISING**

There were no other matters arising from the previous minutes.

**4 DECLARATION OF INTEREST**

There were no declarations of interest noted at the meeting.

## **5 HEALTH & SAFETY**

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

No matters were raised at the meeting.

## **6 MANAGEMENT ACCOUNTS**

Committee reviewed the management accounts for the period ending September 2006 that was circulated with the agenda.

## **7 LONG TERM PROJECTIONS**

Committee reviewed the draft long-term projections that were circulated with the agenda.

Committee reviewed the main contents of the document including the key projections and these were duly approved subject to the following:

Rent increase subject to consultation with members.

Committee requested that as part of the consultation an explanation be given to the members as to why the increase was required with advice given on what the rent covers.

It was noted that rent increases are assumed for 2007/08 and 2008/09 with only inflationary increases thereafter.

As part of this review consideration was also given to the work required for the townhouses as per the report circulated at the meeting (stock condition survey) and it was agreed that this work would be budgeted accordingly as assumed within the long-term projections.

Committee requested that if at all possible the work required be brought further forward than budgeted and the Core Services Manager agreed to look at whether this could be achieved.

## **8 BUDGET 2007/08**

Consideration was given to the draft budget that was based on the long-term projections and circulated with the agenda.

It was agreed that comments will be sought from the membership particularly in relation to proposed rent increases and therefore a final budget will be presented in January 2007 for approval after the consultation exercise.

A Roy left the meeting at this point.

## **9 RENT REVIEW**

Committee considered the report circulated with the agenda in relation to the review of the rent policy.

It was agreed that the existing policy stand till the publication of the Scottish Executive's national guidelines.

It was therefore proposed as outlined in agenda item 7 that the membership be consulted on a proposed rent increase of 5.25% for the period 2007/08.

## **10 ESTATE ISSUES**

Committee reviewed the contents of the Estate Issues report circulated at the meeting.

It was highlighted that the overall number of complaints in the second quarter was similar to the first quarter of the year however very serious complaints have reduced in this period.

Overall the numbers have increased on the same time period last financial year.

It was reported that over the next few months' work would focus on underage drinking and those that supply drink to youths.

It was also noted that work was underway on anti-territorialism and that a possible funding contribution may be required.

Further details would be presented on this as they became available.

It was agreed that in relation to case “J” court action should be taken once the notice is live as there have been 17 complaints in a 6 month period against this tenant.

The other actions noted for serious cases were noted and agreed accordingly.

## **11 ESTATE MANAGEMENT POLICY**

It was reported that the estate management policy was due for review as per the internal management plan timetable however was not available due to pressures of work.

It was agreed that this policy could be delayed and presented in February 2007.

## **12 CORRESPONDENCE**

Committee noted the following correspondence received:

### **12.1 Communities Scotland**

Committee noted the revised regulatory code of practice, performance standards and code of governance.

It was reported that these are the key documents and reports and practices will be adopted in line with these revised documents.

### **12.2 Community Ownership SST Update**

Committee noted the details of the above meeting to be held on the 11<sup>th</sup> December. It was reported that the Director would attend.

### **12.3 Scotcash – Affordable Loans**

The Committee noted details of Scotcash and how they will promote affordable loans.

It was agreed that no one wished to be a member however we would promote this scheme to our members when more details are made available.

#### **12.4 Kingsridge Cleddans Invitation**

It was noted that the above had sent an invitation to their opening on Friday 1<sup>st</sup> December. No one was available to attend.

### **13 ARREARS REPORT**

Committee noted that the arrears report for the period ending October 2006 along with a comparison of the previous financial year outturn figures.

It was reported that the current arrears were at 2.08%, which is a reduction of 0.72% since March 2006.

The Core Services Manager highlighted the high arrears cases at the meeting.

In relation to case 6 it was also reported that a Decree for Eviction has been received and that the eviction was arranged for the beginning of December. It was reported that no payments to this account had been received.

These were duly considered and the action noted was agreed.

### **14 AOCB**

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

Meeting Closed at 8.30pm.

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