

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 26<sup>th</sup> SEPTEMBER 2007.**

**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>C COOPER</b>	<b>COMMITTEE MEMBER</b>
<b>C SKEWIS</b>	<b>COMMITTEE MEMBER</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>
<b>P THOMSON</b>	<b>CO-OPTED MEMBER</b>
<b>S KEEGAN</b>	<b>CO-OPTED MEMBER</b>
<b>J WALKER</b>	<b>CO-OPTED MEMBER</b>

**APOLOGIES**

<b>J GRACEY</b>	<b>CHAIR</b>
<b>M DAVIDSON</b>	<b>COMMITTEE MEMBER</b>
<b>J GALLACHER</b>	<b>COMMITTEE MEMBER</b>
<b>N RYAN</b>	<b>COMMITTEE MEMBER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>J McNICHOL</b>	<b>DEVELOPMENT MANAGER</b>

The meeting opened at 6.30pm. It was noted that there were four new members of whom a number had intimated their apologies for this meeting however would be attending the next. J Walker was welcomed to her first meeting.

**2 ELECTION OF OFFICE BEARERS**

**2.1 Chairperson**

J Gracey was proposed as Chairperson by M Davidson and seconded by C Skewis. This was unanimously agreed.

## **2.2 Vice Chair**

M Davidson was proposed as Vice Chair by C Harvey and seconded by R McCann. This was unanimously agreed.

## **2.3 Treasurer**

C Harvey was proposed as Treasurer by M Davidson and seconded by R McCann. This was unanimously agreed.

## **2.4 Secretary**

R McCann was proposed as Secretary by M Davidson and seconded by M Kerr. This was unanimously agreed.

## **3 PREVIOUS MINUTES**

The previous minutes of 29<sup>th</sup> August 2007 were proposed a true record by R McCann and seconded by M Davidson.

## **4 MATTERS ARISING**

### **4.1 Internal Management Plan**

Committee considered the draft internal management plan summary circulated and this was duly approved. It was agreed that the summary plan be distributed to all members in the next newsletter.

### **4.2 Tenant Participation Strategy**

Committee considered the draft Tenant Participation Strategy and this was approved. It was agreed that the summary of this would be circulated to all members in the next newsletter and published on the Co-operative's website.

There were no other matters arising from the previous minutes.

It was agreed to take agenda item 7 next.

## **7 REGENERATION REPORT**

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

### **7.1 Development Issues**

Committee reviewed the Kildermorie Phase 1 & Phase 2 project reports along with the designs for phase 2 and these were noted.

Consideration was also given to the draft brief for the feasibility study and this was approved. It was noted that consideration would be given to the Bosco building as part of the next agenda item and that any approval is subject to the outcome of this discussion.

It was suggested at the meeting that an extension to the CCTV scheme to cover Kildermorie would be advantageous and the Committee approved that this be developed to the point of a planning application in case funds became available prior to the year-end.

### **7.2 Wider Agenda Issues**

Committee reviewed the reports circulated in relation to wider agenda activities and these items were noted.

Committee agreed that any monies set aside for the market research training could be diverted to the wind turbines with Communities Scotland's approval.

It was agreed that a feasibility study be carried out on the previous Bosco Building with the property included in the larger study to examine what could be done if demolished and another study done to look at what could be achieved if the property was upgraded and managed as a community facility.

It was also reported that the offer of grant had been received for the HNC feasibility Study from Communities Scotland and the terms were duly approved.

### **7.3 Development Policies**

Consideration was given to the following development policies at the meeting:

#### **Sustainability Policy**

Consideration was given to the review of targets and new targets for the period 2008 to 2010 and it was agreed that no changes be made to the existing policy statement.

#### **Contractor in Liquidation**

It was agreed that this policy be approved with no amendments to the existing policy statement.

#### **Cost Control**

Committee approved the revised policy circulated at the meeting.

J McNichol was thanked for her contribution and left the meeting at this point. The meeting then returned to the agenda item order as circulated.

### **5 DECLARATION OF INTEREST**

Committee reviewed the reason why declaration of interest is an agenda item and all noted the reasons for this.

It was reported that an offer of a tenancy (internal transfer) had been made to S Campbell however this offer was declined.

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.

A full copy of the safety audit was circulated at the meeting and the

contents reviewed. It was noted that there are still three outstanding items to be considered as follows:

- 1) Consideration of undertaking mini internal audit.
- 2) Develop training matrix, this will be carried out in October.
- 3) Investigate taking part in the Scotland's Health at Work Scheme.

It was agreed that item one and three above be investigated and reported back to the Committee.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- GWSF
  - Questionnaire on MAPPA and NASSO. This was considered at the meeting and completed.
  - Meeting to be held on the 10<sup>th</sup> October, it was agreed that C Harvey, C Skewis, M Davidson and J Walker attend this meeting.
- Cruden Group new office invite – 11<sup>th</sup> October.
- Cllr John Mason – Update on GHA regarding concerns expressed by the Councillor and the response of Stuart Maxwell MSP.
- EVH Subscription update – informing that no increase other than Retail Price Index.
- SFHA
  - Elections and appointment of representative member – it was agreed that J Gracey would remain the Co-operative's member.
  - Progress Report - updating restructuring and points of contact for senior management team.
- Community Health Shop AGM invite Friday 5<sup>th</sup> October.
- Management letter Alexander Sloan – One item raised

relating to share register and it was agreed to accept the recommendation.

- Spire View Housing Association looking for Director to carry out support during appointment of their Director. It was agreed that this could be carried out.

**9 2<sup>nd</sup> STAGE TRANSFER**

Committee reviewed the Second Stage Transfer bid and report that was circulated with the agenda and the contents were duly noted.

**10 CODE OF GOVERNANCE**

Committee reviewed the Code of Governance circulated with the agenda and after consideration this was duly approved.

It was noted that this document complimented Communities Scotland's Regulatory Code of Governance that was issued in November 2006.

**11 STANDING ORDERS**

Committee reviewed the Standing Orders circulated with the agenda and after consideration this was duly approved.

**12 AOCB**

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

Meeting Closed at 8.30pm.

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