

**MINUTES OF THE FULL MANAGEMENT COMMITTEE
MEETING HELD ON WEDNESDAY 29th OCTOBER 2008.**

1 SEDERUNT

J GRACEY	CHAIR
M DAVIDSON	VICE-CHAIR
C HARVEY	SECRETARY
A SWEATON	TREASURER
J GALLAGHER	COMMITTEE MEMBER
M KERR	COMMITTEE MEMBER
C SKEWIS	COMMITTEE MEMBER
J WARLEY	CO-OPTED MEMBER

APOLOGIES

N RYAN	COMMITTEE MEMBER
C COOPER	COMMITTEE MEMBER
P THOMSON	CO-OPTED MEMBER
J WALKER	CO-OPTED MEMBER
B JOHNSTONE	CORE SERVICES MANAGER

IN ATTENDANCE

J McMORROW	DIRECTOR
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The meeting opened at 6.35pm.

2 PREVIOUS MINUTES

The previous minutes of 24th September 2008 were proposed a true record by M Davidson and seconded by A Sweatton.

3 MATTERS ARISING

There were no 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 CONSORTIA REPORT

Consideration was given to the report outlining the Co-operative's work with other partners including Easthall Residents Association, Moriehall Housing Association and Wellhouse Housing Association.

Consideration was given to the next bi-annual review meetings and it was agreed to only hold meetings if the other partner(s) felt they were necessary as there were no issues from the Co-operative.

7 SCHEDULE 7 REPORT

Committee noted that Schedule 7 report for the period covering April 08 to September 08.

It was noted that at the time of writing the report one offer of a tenancy had been made to a Committee member that had been accepted but since then has now been declined.

Contained within this report was also a list of Gifts & Hospitality offered and received and the contents were duly noted.

It was agreed that the next report would be presented in April 2009.

8 CORRESPONDENCE

Committee noted the following correspondence:

- **Dunfermline Building Society**
 - Request for extract of minute detailing authorised signatories who can issue instructions on the loan account. It was agreed that the signatories for this account would be J McMorrow Director, J McNichol

Development Manager and C Harvey Secretary

- **GCC**
 - Development Funding Performance Review 2007/08
 - Invite to 1,000th unit of reprovisioning – 10th November
- **Margaret Curran MSP**
 - Newsletter
- **John Mason MP**
 - Letter regarding car parking at Ware Road
- **Scottish Housing Regulator**
 - Guide to Regulation
 - Corporate Plan 2008-10
- **SFHA**
 - Training Directory
 - Board Election 2008/09 Ballot – It was agreed to vote for Peter Howden

9 ALLOCATIONS REPORT

Committee reviewed the allocations report and after consideration the contents were duly noted.

Share numbers 770 – 773 were presented at this point in the meeting and these were approved and duly signed and sealed.

10 MAINTENANCE REPORT AND POLICY REVIEW

Committee reviewed the maintenance report that was presented and the contents were duly noted and approved.

Consideration was also given to the draft Maintenance policy and this too was approved at the meeting.

11 AOCB

11.1 Internal Audit

Committee considered the report circulated at the meeting in relation to the internal audit and it was agreed to continue with the current service with a focus on maintenance.

11.2 Credit Crunch

Consideration was given to the impact of the credit crunch on the organisation and it was reported that the Co-operative currently has £800,000 on a deposit account with the Royal Bank of Scotland for a period of one year with interest at 5.59%.

With regard to loans the Co-operative currently has three fixed loans with the Dunfermline Building Society and the majority of these are fixed till October 2013.

With regard to those loans that are on variable rates there will be an impact however it is envisaged that this will not be significant.

11.3 Donation Request

It was noted that Easthall Residents Association were looking for a donation of £500 to support various seasonal activities in the Centre (parties for children and lunch for senior citizens) and after consideration this was agreed.

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

Meeting Closed at 7.45pm.

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