

**MINUTES OF THE FULL MANAGEMENT COMMITTEE  
MEETING HELD ON WEDNESDAY 25<sup>th</sup> MARCH 2009.**

**1 SEDERUNT**

<b>M DAVIDSON</b>	<b>VICE-CHAIR</b>
<b>C HARVEY</b>	<b>SECRETARY</b>
<b>A SWEATON</b>	<b>TREASURER</b>
<b>J GALLAGHER</b>	<b>COMMITTEE MEMBER</b>
<b>P THOMSON</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 KERR</b>	<b>COMMITTEE MEMBER</b>
<b>C COOPER</b>	<b>LEAVE OF ABSENCE</b>
<b>N RYAN</b>	<b>LEAVE OF ABSENCE</b>
<b>J WARLEY</b>	<b>CO-OPTED MEMBER</b>

**IN ATTENDANCE**

<b>J McMORROW</b>	<b>DIRECTOR</b>
<b>B JOHNSTONE</b>	<b>CORE SERVICES MANAGER</b>

The meeting opened at 6.30pm.

M Davidson chaired the meeting in the absence of the Chairperson.

It was reported that M Webster would not be in a position to take up the casual vacancy for a few months.

It was also noted that N Ryan had requested a leave of absence and this was granted.

**2 PREVIOUS MINUTES**

The previous minutes of 25<sup>th</sup> February 2009 were proposed a true record by M Davidson and seconded by C Harvey.

### **3 MATTERS ARISING**

#### **3.1 Arrears Report**

Consideration was given to the arrears report (revised format) at the meeting and after consideration this was noted.

#### **3.2 Information Technology Report**

Consideration was given to the information technology report that was circulated with the agenda.

After consideration it was agreed to proceed with the purchase of the computers required for the office and that further consideration would be given to the pool of laptops at a later stage.

There were no other matters arising from the previous minutes.

### **4 DECLARATION OF INTEREST**

There were no declarations of interest noted at this point in 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 STAFFING REPORT**

Committee reviewed the contents of the Staffing report circulated with the agenda.

This report was duly noted and approved.

### **7 TENANT PARTICIPATION REPORT**

Committee reviewed the contents of the Tenant Participation

report that was circulated with the agenda.

Progress against the action plan was noted.

It was proposed that further publicity be given as to how members can join the Committee even if they are housebound and this was approved.

## **8 CORRESPONDENCE**

Committee noted the following correspondence:

- SFHA Pensions Trust Annual Report.
- GCC authorised signatories request – Committee approved the signatory list circulated.

## **9 TRAINING REVIEW**

Committee considered the training review report circulated with the agenda and after consideration the programme of training was agreed.

Committee also reviewed the Committee Members Roles and Responsibilities training including the eligibility for membership criteria.

## **10 RENT MANAGEMENT POLICY**

Committee considered the Rent Management policy that was circulated with the agenda and after consideration this was approved.

## **11 VOID MANAGEMENT**

Committee approved delaying the review of the void management till May 2009.

## **12 AOCB**

### **12.1 Insurance 2009/10**

Committee noted that the insurance renewal had been received (with substantial increases on last years figure) and approval was given to accept this quotation.

## **12.2 Financial Health Check**

Committee agreed that an external financial health check be undertaken by Alexander Sloan during the audit.

## **12.3 Gas Maintenance Contract**

Committee reviewed the report circulated with the agenda on proposed changes to the gas maintenance contract and the changes identified were agreed.

## **12.4 Dunfermline Building Society**

Committee sought confirmation as to the impact on the organisation as a consequence of the financial difficulties of Dunfermline Building Society.

It was noted that we have loans with them and it was anticipated that this building society would be taken over by another financial institution and that it is assumed the same terms would remain.

## **12.5 Prize Draws**

Committee selected (via a draw) the winners of the returned satisfaction questionnaires.

J Gallagher expressed an interest in one of the winners and this was noted.

It was noted that all prizewinners would be recorded in the next newsletter.

## **12.6 Shares**

Committee approved the signing and sealing of share numbers 792 – 817 and these were duly completed at the meeting.

## **12.7 Glenburn Centre Entrance**

It was reported that funding had been approved to upgrade the front door entrance to an electronic door and that there is a shortfall of approximately £500 to complete.

It was agreed that the Co-operative would fund the remaining proportion of the work.

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

Meeting Closed at 8.15pm.

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