



# CATHCART & DISTRICT HOUSING ASSOCIATION LTD

## MINUTES OF THE FULL COMMITTEE OF MANAGEMENT MEETING HELD ON TUESDAY 18 FEBRUARY 2025 AT 6.30 PM IN THE ASSOCIATION'S OFFICES AT 3-5 RHANNAN ROAD

### PRESENT:

Committee Member	Attended	Apologies
Alastair Penney (Chair)	✓	
Marion McMillan (Vice Chair)		✓
Chris Carr (Treasurer)	✓	
Sue Harper	✓	
Bruce Strathearn		✓
Trudi Tokarczyk	✓	
Gamal Haddou	✓	
Patricia Crockett		✓
Lesley Dunan	✓	
Stephen Grimsley	✓	
David Little (Co-optee)		✓

Attendance 64%

### IN ATTENDANCE:

Staff Member	Attended	Apologies
Christine Leitch	✓	
Lorraine Glasgow	✓	
Grahame Cairns	✓	
Emma Connelly	✓	

Item No.	Issue	Action By
<b>1.0</b>	<b>Apologies, Declarations of Interest &amp; Notifiable Events</b>	
1.1	Apologies were received from PC, MM, BS and DL.	
1.2	Christine informed the Committee that there was a declaration of interest and provided more information.  TT declared an interest in item 5 regarding the salary negotiation.	
1.3	Christine then provided an update on the notifiable event.	
<b>2.0</b>	<b>Minutes of the Full Committee of Management Meeting 21 January 2025</b>	
2.1	The minutes of the Management Committee meeting held on 21 <sup>st</sup> January 2025 were proposed for approval by SH and seconded by CC.	
<b>3.0</b>	<b>Matters Arising</b>	
3.1	There were no matters arising.	
3.2	<b>Follow Up Actions Report</b> Emma summarised the key points and actions from the last meeting, noting the following:	

	<p>10.1.1 Communications Policy The specification for password length has been removed from the policy.</p> <p>10.1.2 Pets Policy The missing word from section 3.3 has been added.</p>	
<b>4.0</b>	<b>Finance</b>	
4.1	<p><b>Finance Report</b> Lorraine provided an overview of the finance report and covered the bank reconciliation, transfers, and regular payments.</p> <p>She announced that we received an additional grant of £[REDACTED] from [REDACTED]. A payment of £[REDACTED] was made to [REDACTED] for the [REDACTED] project, and we have also received the HAG. Additionally, we received £[REDACTED] from the sale of [REDACTED].</p> <p>Lorraine highlighted that there is just over £[REDACTED] in the deposit account, however, a £[REDACTED] deposit is set to mature this month. She confirmed that this amount will not be reinvested and will be reserved for Stage 3 adaptations.</p>	
4.2	<p><b>Factoring Arrears Report</b> Lorraine summarised the factoring arrears report, noting that the balance at the end of January was £[REDACTED]. She mentioned that the factors bills were sent out in January, and reminder letters have been issued.</p> <p>LD enquired whether the factoring fees vary based on the number of bedrooms. Lorraine clarified this is based on the total number of flats, for instance, if there are 12 flats, each owner would pay one-twelfth of the total. LD then asked about the amount each owner pays. Lorraine indicated that for a six-month period, it could be around £[REDACTED]. However, she cannot provide an exact figure as there could be common repairs.</p> <p>Lorraine confirmed that currently there are no cases with [REDACTED]. She then provided an update on the serious arrears cases.</p>	
<b>5.0</b>	<b>Directors Report</b>	
5.1	<p><b>Regulatory</b> Christine confirmed that there are no engagement issues with the SHR or no new notifiable events to report.</p>	
5.2	<p><b>Governance</b> She mentioned that [REDACTED] will be delivering Employment Law training on [REDACTED] [REDACTED] at the Association's office. Christine expressed that it should be an interesting session. For those unable to attend in person, participating via Zoom is an option.</p>	
5.3	<p><b>Staffing</b> <i>Section redacted due to confidential information.</i></p>	
5.4	<p><b>Succession Planning</b> <i>Section redacted due to confidential information.</i></p>	
5.5	<p><b>Development</b> Christine confirmed that [REDACTED] would touch on development at next week's meeting.</p>	

<p>5.6</p> <p><b>Membership</b></p> <p>Christine shared that this marks the [REDACTED] of [REDACTED], and they have a variety of events planned. She suggested that rejoining this year could be advantageous, with the membership fee set at £[REDACTED]. TT added that it would be beneficial for staff to take advantage of the membership.</p> <p>The Committee agreed to renew the membership.</p> <p>5.7</p> <p><b>New Van</b></p> <p>Christine informed the Committee that [REDACTED] has provided a contract hire quote for several vehicles. She detailed that the estate team does not mind about the van choice.</p> <p>The Committee agreed to explore the [REDACTED], [REDACTED] and [REDACTED] further.</p> <p>5.8</p> <p><b>Intruder Alarm</b> <i>Section redacted due to security.</i></p> <p>5.9</p> <p><b>Salary Negotiation</b> <i>Section redacted due to confidential information.</i></p> <p>5.10</p> <p><b>Finance &amp; Audit Sub Committee</b></p> <p>Christine noted that there is a vacancy on the Finance &amp; Audit Sub Committee due to a recent resignation. SG agreed to join.</p> <p>5.11</p> <p><b>Rent Query</b> <i>Section redacted due to confidential report.</i></p>	<p>CL</p>
<p><b>6.0</b></p>	<p><b>Rent Arrears Performance Report</b></p>
<p>6.1</p>	<p>Grahame summarised the rent arrears performance report, noting a downward trend.</p> <p>He then provided more information on the cases currently in court.</p>
<p><b>7.0</b></p>	<p><b>Policy Review</b></p>
<p>7.1</p> <p>7.1.1</p> <p>7.1.2</p>	<p>Before the undernoted policies were approved, an overview was given of each one.</p> <p><b>Anti Bribery Policy</b> Christine stated that no changes are being proposed.</p> <p><b>Anti Fraud and Corruption Policy</b> Christine confirmed that a minor adjustment has been made concerning the date of the new Regulatory Framework which came into effect in 2024.</p> <p>The Committee approved both policies.</p>
<p><b>8.0</b></p>	<p><b>A.O.C.B</b></p>
<p>8.1</p>	<p><b>Succession Planning</b></p> <p>TT explained that at [REDACTED] [REDACTED], they have two vice chairs. She suggested that this could be beneficial to implement. SH commented that this was a good idea.</p> <p>Christine mentioned that CC was going to chair the meeting if AP was unavailable. She confirmed that this topic could be revisited at the next AGM.</p>

8.2	<p>Grahame added that there is a tenancy engagement panel which would be an excellent way to prepare tenants for joining the Committee.</p> <p><b>████████ Affiliation Fee 2025/26</b>  Christine noted that the affiliation fee for this year is £████████ compared to £████████ last year.</p> <p>The Committee agreed to renew the membership with ██████████.</p>	
<b>9.0</b>	<b>Date of Next Meeting</b>	
9.1	<p>The next Management Committee meeting will be held on <b>18<sup>th</sup> March 2025</b> at 6.30 pm.</p> <p>There being no further business, the meeting closed at 7.50 pm.</p>	

Signed .....

**Chairperson**

Date .....