

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Margaret Smith (via Zoom) Sarah Lack (via Zoom) Corrina Brewer (via Zoom) Catherine Brown (via Zoom) Fiona Bowman (via Zoom) Shona Johnston (via Zoom)	Chairperson Secretary (part of meeting) Treasurer Vice Chair Committee Member Committee Member Observer	
	Apologies	Gary Ferguson Rose O Malley Michael McDevitt Ryan Cowan Kirsty Bavidge	Committee Member – Leave of absence Committee Member Co-opted Member Co-opted Member Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Stuart Beattie (via Zoom) Olwyn Gaffney	Director Senior Housing Officer Chiene and Tait Finance Auditors(part) SHARE, Learning and Development (part)	

2.	<p>Declaration of Interest and Committee Update Two Committee Member declared an interest in agenda 11.5 Community Growing Area Plans as members of the Friends of Barlanark and Springboig Greenspaces. A Committee member requested an additional leave of absence for two months due to carer responsibilities. This was approved by the Management Committee. One member remained as an observer to the meeting.</p>	<p>2 Committee members declare interest in item 11.5 Community Growing Area plans.</p>
3.	<p>Notifiable Event This report was circulated prior to the meeting and discussed by the committee who noted the update on the notifiable events that should be reported the Scottish Housing Regulator.</p>	<p>Committee noted the current notifiable events reviewed the list of notifiable events.</p>
4.	<p>Freedom of Information Update The Management Committee noted there had been no further freedom of information requests.</p>	<p>Committee noted no further FOI requests</p>
5.	<p>Presentation of Annual Accounts and Management Letter This report from FMD was circulated prior to the meeting and noted by the Management Committee. Stuart Beattie from Chiene and Tait presented the annual accounts and audit report for the period 2021-2022. The auditor advised that the there was a clean audit report with no issues to bring to the attention of the Management Committee. The</p>	<p>Committee approved the annual accounts for 2021-2022.</p>

	<p>audit had tested the financial systems of the Association and had no recommendations to make. Revenue costs were similar to previous years and repairs costs were higher due to reduction of Covid restrictions. The audit also tested the forecasting that Gardeen was making through the 5 year budgets and reported that Gardeen remained a going concern. Gardeen staff left the meeting to allow the Management Committee to meet with the Auditor.</p> <p>Auditor advised committee that everyone at Gardeen had been very helpful & that they were happy all information required was made available to them.</p> <p>Discussed with Auditor what if anything Gardeen could do to help get through the current economic pressures. Auditor confirmed Gardeen is in a good position financially and independent financial services, as provided by FMD, are good. Advised looking at partnership options with local associations may help Gardeen obtain better rates etc. during procurement processes.</p> <p>Following discussion, the Management Committee approved the Annual Accounts for 2021-2022, the audit report (management letter) and the letter of representation. It was agreed to sign the annual accounts and documentation and return to the auditors for completion.</p>	
6.	<p>Minutes of Management Meeting held on 9 June 2022 The Minutes of the Management Meeting held on 9 June 2022 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and Corrina Brewer.</p>	<p>Committee approved the Minutes of 9 June 2022</p>
7.	<p>Action Note of Meeting to 9 June 2022 The action note to 9 June 2022 was circulated prior to the meeting and it was agreed that an item on the Greenspaces group would remain open.</p>	<p>Committee approved the Action Note to 9 June 2022</p>
8.	<p>Management Accounts to 30 June 2022 The Management Accounts to 30 June 2022 were circulated prior to the meeting and noted by the Management Committee. The Committee were pleased to note that repairs spend was under budget for the first quarter. There were no other areas for discussion and the Management Committee approved the accounts to 30 June 2022.</p>	<p>Committee approved the Management Accounts to 30 June 2022</p>
9.	<p>Factoring Report to 30 June 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Committee approved the factoring report to 30 June 2022</p>	<p>Committee approved the Factoring Report to 30 June 2022</p>
10.1	<p>Rent Arrears and Welfare Reform Report This report was circulated prior to the meeting and discussed by the Management Committee. The Committee were pleased at the low level of rent arrears and noted the support available for tenants from</p>	<p>Committee approved the Rent Arrears and Welfare</p>

	<p>Gardeen staff and the welfare rights adviser and the energy advisor. The Committee noted the forthcoming meeting with DWP. Management Committee discussed the welfare advisor report for the first quarter and noted the assistance provided.</p>	<p>Reform Report to 30 June 2022.</p>
<p>10.2</p>	<p>Allocations and Void Report This report was circulated prior to the meeting and discussed by the Management Committee. The Committee were pleased at the low void loss, the increase in CHR applications and satisfactory tenancy sustainment. The Management Committee discussed issues with the CHR and noted that a revised review timetable was now in place. The Committee also discussed the proposal to increase homeless lets to 60%. The Management Committee decided to continue with the current letting target of 40%.</p>	<p>Committee approved the allocations and void report to 30 June 2022.</p>
<p>10.3</p>	<p>Repairs and Maintenance Report This report was circulated prior to the meeting and discussed by the Management Committee. The Committee noted that vandalism costs had increased due to damage to two properties and included glazing repairs. Committee were pleased with the progress on bathroom contract for Phase 3 and 4 later in the month. Committee noted the progress on fire risk assessments, legionella and asbestos, removal of PPE costs, update on EESH and insurance claim for fire damaged flat. Committee noted the loft inspections report and the Net Zero heat fund correspondence.</p>	<p>Committee approved the repairs and maintenance report to 30 June 2022</p>
<p>10.4</p>	<p>Estate Management Report This report was circulated prior to the meeting and discussed by the Management Committee. The Committee discussed the fire risk assessments, the need for tenants to use a gardener, new tenant visits and changes to eviction laws.</p>	<p>Committee approved the Estate Management Report to 30 June 2022</p>
<p>10.5</p>	<p>Policy Review Report The Management Committee discussed the first draft of the gas safety policy.</p>	<p>Committee approved the first draft of the gas safety policy.</p>
<p>11.</p>	<p>Director's Report</p>	
<p>11.1</p>	<p>Scottish Housing Regulator The report was circulated prior to the meeting and the Committee discussed governance, finance and health and safety risks. The Management Committee agreed to test the quality of the annual Assurance Statement through internal audit in 2023. The Management Committee noted the report on Assurance Statements from the Scottish Housing Regulator.</p>	<p>Committee noted the main risks highlighted by the Regulator and agreed to test the quality of the Assurance Statement by internal audit.</p>

11.2	Internal Audit 2022 This report was circulated prior to the meeting The Committee noted that the internal audit on health and safety for tenants would be undertaken by Wylie Bisset in August 2022. The Management Committee noted the internal audit undertaken to date and agreed the programme for 2023.	Committee approved the Internal Audit plan for 2022-2023.
11.3	Annual General Meeting 2022 This report was circulated prior to the meeting and discussed by the Management Committee. The Management Committee noted the quorate required for the Annual General Meeting, the Secretary report (Rule 68), the 9 year rule and the retiring committee members. The Management Committee were pleased that the Annual General Meeting was in person at Barlanark Community Centre.	Committee approved the arrangements for the Annual General Meeting and noted the Rule 68 report.
11.4	Committee Appraisals Olwyn Gaffney, Learning and Development Manager from SHARE was welcomed to the meeting and provided an update on the independent committee appraisal process. Committee members would receive their individual learning plans and it was agreed to review a Committee training plan at the next meeting.	Committee reviewed the committee appraisal and approved the Learning and Development Plan
11.5	Community Growing Plan This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the opportunity to create a development growing space in Garlieston Road. Due to time constraints, it was agreed to discuss this proposal at the September Management Meeting.	Committee agreed to discuss this agenda item at the September Management meeting.
	In accordance with the standard orders, the Management Committee agreed to extend the meeting by fifteen minutes to allow the remainder of the agenda to be discussed.	
12.	Correspondence	
12.1	Homeless Allocation Targets This letter was previously discussed.	Noted
12.2	Thriving Places: Survey The Management Committee noted this survey.	Noted
12.3	Financial Requests: Fireworks 2022 The Management Committee decided not to make a financial contribution to a firework display.	
12.4	Review of Energy Standard This was noted by the Management Committee	Noted
12.5	Scottish Housing News Article: Heating Adviser This was noted by the Management Committee	Noted
13.	Health & Safety Report	Committee noted the audit

	The Management Committee noted that an annual Health and Safety audit would take place and an independent fire report for the office.	would take place in November 22
14.	Newsletter & Social Media Summer Newsletter issued and social media is updated regularly.	
15.	Repairs Draw The repairs draw for June and July 2022 has taken place.	
16.	Membership There were no applications for membership.	
17.	Training Feedback No update	
18.	EHRA Update The Management Committee noted there would be a Community Festival day held on 12 August 2022 at Platform. All welcome.	
19.	EVH Monthly Report: Committee noted the June and July monthly update from EVH.	
20.	AOCB None	
	The meeting closed at 9.15pm.	
21.	Date and Time of Next Meeting:	1 September 2022 7pm

APPROVED: _____

DATE: _____