



**MINUTES OF FORTH HOUSING ASSOCIATION
 MANAGEMENT COMMITTEE MEETING HELD ON
 27th JANUARY 2020 AT
 146 DRIP ROAD, STIRLING, FK8 1RW**

	Present
	Gordon Mason, Linda Mason, Robert Buchanan, Pat Heneghan, John Paterson, Ann Dickson, Lynore MacLeod Priscilla Maramba and Cllr Thomson
	In Attendance
	Grahame Cairns, Nicola Stobie and Margaret Glencross.
ITEM	AGENDA
1	Apologies
	Colleen Sharp, John Fyfe and James Bryce. Special leave of absence was granted to John Fyfe.
2	Declaration of Interest
2.1	The Chair asked if there were any Management Committee Members who wished to declare any interest specifically in the business of the meeting and there was none.
3	Previous Minutes
3.1	Management Committee minutes from 9 December 2019 were approved and proposed by Linda Mason and seconded by Pat Heneghan.
4	Matters Arising
2	Committee training dates were looked at for the first six months of the year and the following agreed Tuesday February 4 th – Allocations Policy 7 pm Tuesday April 7 th - Treasury Management 7 pm Tuesday 23 rd June – Equality and Diversity – 6 pm A further date will be advised for the new Model Rules to be agreed by Grahame and Gordon.

5	Director's Report
5.2	Grahame apologised that the links supplied with the papers were password protected and he was unaware that committee could not access them. The Rules were printed and a copy available for everyone present to take home and bring back to the training session. The rules require to be in place by September. A copy of the rules to be sent to members who gave apologies this evening.
5.4	Sites 9 and 8(part) Raploch work has now commenced and ownership transferred.
5.7	Gas safety audit was approved by the sub-committee. The auditor has indicated that they would like to attend the March meeting to discuss the assurance statement and gas safety and to find out what should be audited next year. This will take place at 6.30 pm before the start of the March meeting.
6	Final Budget 2020/21
	In future committee should be advised to retain the draft budget paper presented at the December meeting for reference. Management Committee agreed the full 2020/21 budget and the rent increase of 2.1%.
7.1	Housing Management Monitoring
	The report was presented by Nicola Stobie and noted by Committee.
5.2	Committee noted the increase in void and enquired if any actions were being taken. Nicola confirmed that staff will look to visit every tenancy within a calendar year. All damage found in a property was recharged to the tenant.
5.3	A discussion took place regarding Housing First - this was initially funded by Social Bite and it is coming to the end of the two year funding in March 2021. Nicola confirmed that she is due to attend a meeting to review the process.
6.1	Committee noted the number of complaints and enquired if there were any trends, they should be made aware of.
7.2	Rent and Factoring Balance Write Offs
	Management Committee approved the write-offs. The balances will still be kept on file for future reference.

8	Policy Review
8.1	Allocations Policy training will take place and the policy will be explained in further detail at this training. In the meantime, a copy of the policy with the proposed alterations was included with the papers and Nicola presented a short summary of the alterations. Committee approved the new policy.
8.2	Committee agreed to retain the existing Assignment and Succession Policy with minor legislative changes.
8.3	Committee Members agreed to retain the existing Sub-letting and Lodgers Policy with minor legislative changes.
9	Correspondence
	None
10	Training & Events
	Chair reminded committee members if they identify training to conduct Forth staff to arrange.
11	Membership applications
	None
12	Health & Safety
	A walkabout had taken place before the start of the meeting and any findings would be included in next months report.
13	AOCB
	None
14	Date of Next Meeting 24 February 2020