

**1.0 Sederunt**

**Action**

Present: Linda Cameron, ( Committee Member)  
Liz McEwan, (Chairperson)  
Cathie Reid ( Committee Member)  
Barbara McCluskey, (Committee Member)  
Margaret Stewart, (Committee Member)  
William Blunn, (Committee Member)

In Attendance: Patricia Gallagher, Director

**2.0 Apologies**

2.1 Tracy Coutts (Committee Member)  
Christine Morris (Committee Member)  
Rodger Harley (Committee Member)  
Clarice Spalne (Committee Member)

It was noted that this meeting had originally been scheduled to be held on Monday 12<sup>th</sup> July 2021. It had been agreed to postpone the meeting until today and all relevant notice was issued.

**3.0 Registration Of Interest**

3.1 There were no registrations of interest noted.

**4.0 Format of reports – written report by Director**

4.1 A written report by the Director was circulated prior to the meeting and approved.

4.2 The Management Committee advised that they were satisfied that the reports they received are clear, concise and give them all of the information they require to make decisions.

4.3 The Management Committee also advised that they felt that there was a good balance of text/tables.

4.4 The Management Committee confirmed that no changes were required to Management Committee reports.

**5.0 Model Management Committee code of conduct– written report by Director**

5.1 A written report by the Director was circulated prior to the meeting and approved

5.2 There were no further queries in relation to this report and it was approved for circulation and signing.

**6.0 Model Staff code of conduct– written report by Director**

6.1 A written report by the Director was circulated prior to the meeting and approved.

6.2 There were no further queries in relation to this report and it was approved for circulation and signing.

#### **7.0 Model Payments, Benefits and Entitlements Policy**

7.1 A written report by the Director was circulated prior to the meeting and approved.

7.2 There were no further queries in relation to this report and it was approved for circulation and signing.

#### **8.0 Draft Unacceptable Actions policy**

8.1 A written report by the Director was circulated prior to the meeting and approved

8.2 The Director outline some scenarios where this policy has been used in the past and advised that it had worked very successfully.

8.3 There were no further queries in relation to this report and it was approved for circulation and signing.

#### **9.0 Addition to Approved Contractor List - written report by Technical Services Manager- Approved**

9.1 A written report by the Technical Services Manager was circulated prior to the meeting and approved.

9.2 The Management Committee members present approved the addition of CJA property Maintenance to the approved Contractors List. TSM

9.3 There were no registrations of interest noted in relation to this Contractor.

#### **10.0 Appointment of Specialist Consultant - written report by Technical Services Manager - Approved.**

10.1 A written report by the Technical Services Manager was circulated prior to the meeting and approved.

10.2 The Management Committee commented on the minimal change in price, and were pleased to see this.

10.3 The Management Committee approved the appointment of Brown and Wallace to undertake the stock condition survey. TSM

#### **11.0 AOCB**

**11.1 Summer central heating repairs - written report by Technical Services Manager was tabled at the meeting and - Approved.**

- 11.2.1 A written report by the Technical Services Manager was circulated prior to the meeting and approved.
- 11.2.2 The Director shared the report on screen and all present were given time to read it.
- 11.2.3 The Management Committee approved the continuation of central heating repairs to be classed as emergencies. TSM
- 11.2.4 The Management Committee asked if the summer heating repairs being classed as emergencies had reduced emergency calls in the winter months. The Director advised that she will ask the technical Services Manager to report back on this at the next Technical Services Sub Cttee. meeting. TSM
- 11.2.5 Discussion also took place on the impact of making central heating repairs emergencies all year round. The Management Committee asked if the Technical Services Manager could look into and report back to them on this. It was agreed that this would be taken through the Technical Services Sub Committee also. TSM

**20.0 Review of Meeting**

- 20.1 Members advised that they felt that a lot had been covered in the meeting and that the pace of the meeting had gone well.

**21.0 Date And Time Of Next Meeting**

- 21.1 Date And Time Of Next Meeting – 30th August 2021 at 3.30pm via zoom .



Signed By Chairperson:

Date: 30/08/2021