

## West Whitlawburn Housing Co-operative

**Management Committee Meeting of 23<sup>rd</sup> August 2021 at 6.30 p.m.**

**Meeting to be held via MS Teams**

### Agenda

Agenda Item	Type of Report
1. Apologies	Verbal
2. Co-option	Verbal
3. Confidentiality	Verbal
4. Declaration of Interests	Verbal
5. Previous Minutes a) Management Committee meeting of 26 <sup>th</sup> July 2021 b) Signing of Minutes	Written
6. Matters Arising from Previous Minutes	Verbal
Actions from Previous Meeting Report	Written
7. Sub Committee Minutes and Referrals a) Joint Housing and Property Sub Committee Meeting	Written
8. Correspondence a) Information b) Decision	Verbal Verbal
9. Delegates Reports and Affiliated Organisation Information a) Employers in Voluntary Housing (EVH) b) Glasgow West of Scotland Forum of Housing Associations (GWSF) c) Scottish Federation of Housing Associations (SFHA)	Verbal Verbal Verbal
10. Governance and Assurance a) Management Committee Training Plan b) Notifiable Events c) Schedule of External Submissions 2021/22 d) Review of Rules	Written Verbal Written Verbal
11. Regulation	Verbal
12. Director Report and Targets	Written
13. Property Services a) Lift Maintenance Contract – 1 year extension	Written
14. Tenant Services a) Arrears Monitoring Report b) Bad Debt Write Off	Written Written
15. Corporate Services a) Annual financial Statements and Audit b) Loan Portfolio Return	Verbal Written

	c) Q1 Management Accounts	To follow
16.	SGM / AGM a) Notifications b) Procedure and Risk Assessment c) AGM Committee Briefing d) SGM Rules Member Briefing Note e) Secretary's Report	Verbal Written Written Written Written
17.	Policy Review a) SFHA Governance Guidance b) Entitlements, Payments & Benefits Policy c) Schedule of Registers d) Management Committee Member's Guide	Written Written Written Written
18.	East Whitlawburn a) Legal agreement b) Loan Finance c) Road Construction	Verbal Verbal Verbal
19.	Any Other Competent Business	Verbal
20.	Date and Time of Next Meeting 23 <sup>rd</sup> August 2021 at 6.30 p.m	Verbal
	<b>Confidential Items – Closed Session</b>	