

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
13th September 2021 immediately following AGM
Held in WCRC**

In attendance:

WWHC Committee:

A Anderson (AA), Chairperson	R Alexis (RA)	F Rowan (FR)
S Anderson (SA), Vice Chairperson	B McNicol (BMcN)	E Kerr (EK)
P Welsh (PW)	M Alcorn (MA)	D Murphy (DM)

Meeting is quorate.

WWHC Staff:

S Marshall, Director (Dir)
G Clayton, Assistant Director (Property Services)

1. Apologies

A Duffin (AD)

2. Election of Office Bearers

Chairperson – AA
Proposed by EK Seconded by MA

There were no further nominees and AA duly elected as Chairperson

Vice Chairperson – SA
Proposed by AA Seconded by EK

There were no further nominees and SA duly elected as Vice Chairperson

Secretary – AD
Proposed by SA Seconded by MA

There were no further nominees and AD duly elected as Secretary

Staffing Sub Committee members confirmed as AA, SA, AD, PW.

3. Annual Financial Statements Summary Report Response

Following the presentation of the accounts and annual summary report at the Management Committee meeting on 9th September, Management Committee considered the response to the report.

Committee agreed the response for sign off by the Chairperson and submission to the Auditor

4. Staffing

The Director updated on staffing.

Meeting closed at 8.05 pm.