

## Minutes of New Swift Management Committee Meeting

4<sup>th</sup> November 2024

Present : June Raby (JR), Kirstie Forsyth (KF), Shirley Higgins (SH), Dan Farquharson (DF), Liz Aspden (LA)

Apologies : Eddie Carnihan (EC), Isobel Salisbury (IS), Margaret McCarten (MM)

Staff : Louise Jackson (LJ)

Minutes : LJ

LA had trouble joining the meeting and several items were discussed before she was able to join so the meeting didn't follow the agenda.

### 1.0 Finance and Housing

1.1 **Rent arrears report** - the arrears are currently £49,799.00 which represents 6.1% of annualised rent. 5 cases of concern were discussed and noted by MC. Action is currently being taken on one case and this was recorded as a confidential minute. MC asked LJ to present arrears figures with the most extreme cases taken off so that a true picture of the rise in arrears can be seen. **LJ to progress.**

1.2 **Complaints:** 2 have been made this year with none since the last meeting.

1.3 **Portal :** LJ to set up a meeting with interested members to identify terms of reference and progress this item. **LJ to progress.**

2.0 **Feasibility Study for redevelopment of 130 Stapleton Hall Rd into self- contained accommodation.** A meeting has been arranged for 13/11/24 for several members to visit with the architect and Debbie to go through the plans on site.

### 3.1 Membership and Allocations

3.2 MASC reported on the update of a potential swap and this was recorded as a confidential minute.

3.3 Medical evidence has been requested of one members and this was recorded as confidential minute.

### 4.0 Feedback from AGM

4.1 LA then joined the meeting and went through items brought up at the AGM.

4.2 **Meetings in person** – several people wanted to meet in the office. LA reminded members that the decision to purchase a screen for the office so that hybrid meetings could take place was put in abeyance earlier in the year due to the cost and the possibility of an office move. LA proposed that the screen should now be purchased and MC agreed to purchase the screen to allow for hybrid meetings.

*Dates of future MC Meetings 2024/5 - All on Mondays at 7.30pm*

*2<sup>nd</sup> December, 13<sup>th</sup> January, 3<sup>rd</sup> February, 3<sup>rd</sup> March, 7<sup>th</sup> April, 12<sup>th</sup> May, 2<sup>nd</sup> June, 7<sup>th</sup> July, 4<sup>th</sup> August, 8<sup>th</sup> September, 6<sup>th</sup> October*

*AGM : 24<sup>th</sup> October*

**4.3 Maintenance Sub Group** – LA has spoken with DC and emailed Steve Long and Jenny Pedler to produce terms of reference for a Maintenance Sub Group with a meeting to take place in the New Year. The Group will check and supervise maintenance works. LA suggested that it would be a good idea for MC members to visit properties after major works/kitchen and bathroom replacements. JR pointed out that this should be on invitation only as not all members would want MC members to visit but that every major job should be inspected and signed off by DC.

**5.0 Appointment of Officers**

**5.1** The following officers were appointed :

**5.2** Co -Chair – Liz Aspden and Kirstie Forsyth

**5.3** Treasurer – LA will ask EC if he would like to be appointed

**5.4** Secretary - Margaret McCarten

**5.5** There was a discussion about encouraging more members to join MC. MC asked LJ to email an up to date list of members to MC who could then agree to approach 3 members to invite to co-opt on MC. SH suggested that AGM papers could perhaps go out by post rather than email so that members could join in online more easily and would feel more involved.

**5.6** Christmas arrangements – DF asked if a Xmas event was planned. An event had been planned 2 years ago but with only 3 members interested it was cancelled. It was agreed to keep this item under review.

The meeting then returned to the agenda

**6.0 Governance**

**6.1** Conflict of Interest : LA declared a conflict of interest for a confidential item.

**6.2** KF and JR both declared a conflict of interest for maintenance requests they have made.

**6.3** CCH Conference 9/11/24 – JR offered to attend and LJ to arrange ticket.

**6.4** Minutes of 7/10/24 – the minutes were approved.

**7.0 Maintenance** – DC was not present as she had just returned from leave.

**7.1** Decisions required of several items carried over from last MC – follow up :

- Fire Doors – DC has drawn up a spec to go out to tender.
  
- 38 Bickerton Road – The party wall instruction to CJSS has been signed by LA and is awaiting EC signature.
  
- Requests from 3 MC members were recorded as confidential minutes.

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**7.2** Cyclical and External repairs 2023/4 – on comments

**7.3** Cyclical and External repairs 2024/5 – no comments

**8.0 Confidential items**

**8.1** 7 items were discussed and recorded as confidential minutes.

The meeting ended at 9pm.

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