

## MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON 30 MAY 2023

Present: Elaine Shaw  
John Docherty  
Jane McDonald  
John Barclay  
Arlene Martin  
Kirsteen McLerie

In Attendance: Paul Immelman  
Ikra Aziz

### 1. **APOLOGIES**

Jane Atkins, Bobby Ward

### 2. **DECLARATION OF INTEREST**

No declaration of interest.

### 3. **MINUTES OF PREVIOUS MEETING HELD 28TH MARCH 2023**

The minutes of the previous meeting were approved on a proposal by Kirsteen, seconded by Jane McDonald

### 4. **MATTERS ARISING**

No matters arising.

### 5. **CORRESPONDENCE**

- i) EVH Newsletter May 2023- new executive board elected following AGM
- ii) GWSF Regeneration Conference – Friday 23 June 2023

### 6. **NOTES FROM OTHER MEETINGS**

- iii) GWSF Board Minute 22 March 2023
- iv) Note on meeting with GCC North West LLC

### 7. **CASH BALANCE AND PETTY CASH LIST – APRIL 2023**

The cheque and petty cash list for April 2023 was approved and signed by John Barclay and Elaine Shaw.

### 8. **SHR LOAN PORTFOLIO RETURN 2022-23**

Paul presented to Committee the Scottish Housing Regulator Loan Portfolio Return 2022-23.

The Association own 292 properties all of which are unencumbered.

There are no lenders that have a floating charge over the association's assets.

Paul advised that financially the association are in a good position. The last 5 year stock condition evaluation was completed via desktop, however in order to get a more accurate evaluation a physical evaluation will be completed to give a better financial projection for the next 5 years. Once the 5 year projection is re written it will enable the association to have a firm grasp of cost and management of budget.

MC were asked to note and approve the SHR Loan Portfolio Return for submission.

MC noted and approved the SHR Loan Portfolio Return 2022-23. Paul advised that the submission will be sent 31<sup>st</sup> May 2023.

## **9. CONTRACTORS' PERFORMANCE REVIEW 2022-23**

Paul presented to MC the contractor annual performance review 2022-23.

There were:-

**1075** reactive works orders to the value of  
**£181,444** giving an average cost of  
**£168.78** per works order.

In addition to:-

**63** void works orders to the value of  
**£26,851** giving an average cost of  
**£426.20** per works order

In total there were:-

**1,138** job lines issued, at a cost of  
**£208,294**, with an average overall cost per job of  
**£183.04**

There were:-

**649** works orders completed Right First Time (RFT)  
**1** not completed RFT – City Building failed to respond to a call out until the next business day.

All, bar one job, was completed on time and on target.

The following page gives a breakdown of the jobs per contractor, costs and response times.

MC were asked to note the satisfactory performance outcomes from all contractors and approve the continued use of the named contractors for the year 2023-24.

MC noted and approved the contractor performance review 2022-23

## 10. EXTERNAL PAINTER WORK – INCHFAD 2

Paul advised MC of the selection process for the external painter work contract.

Tenders were invited from three external painting contractors for the external painter works at Inchfad 2 in line with our 5 and 30 year life cycle costings and budgets.

The contract covers 22 properties:-

- 7 – 19 Fettercairn Avenue\*
- 90 – 124 Inchfad Drive
- 1 – 8 Inchfad Place

\*no. 21 Fettercairn Avenue excluded – property sold.

Tenders were issued on 28<sup>th</sup> April 2023 with a return date of Friday 12<sup>th</sup> May 2023. The Tenders were opened on Tuesday 16<sup>th</sup> May 2023 in the presence of John Barclay, Paul Immelman & Jacqueline Brown.

The results of the Tenders were:-

| COMPANY       | AMOUNT      | VAT        | TOTAL       | VARIANCE |
|---------------|-------------|------------|-------------|----------|
| Bell Group    | £ 19,950.00 | £ 3,990.00 | £ 23,940.00 | +14%     |
| JS McColl Ltd | £ 18,850.00 | £ 3,770.00 | £ 22,620.00 | +7.7%    |
| AA Decorators | £ 21,000.00 | £ 0*       | £ 21,000.00 | 0%       |

\* AA Decorators are not VAT registered therefore NIL VAT applicable.

\*\*Members can view the tender returns on request.

In terms of the Association's procurement procedures, the successful tender was submitted by AA Decorators and therefore the contract is awarded to AA Decorators.

The contract will commence on Monday 5<sup>th</sup> June 2023 and completed by Friday 30<sup>th</sup> June 2023.

Letters will be sent out 31<sup>st</sup> May to tenants to select appointments.

## 11. EICR 5 YEAR INSPECTION – ACHAMORE/LOCHGOIN AND INCHFAD 2

Paul Advised MC of the selection process for the EICR 5 year inspection.

Tenders were invited from 3 companies to carry out the EICR testing in the Achamore/Lochgoin and Inchfad 2.

Properties within scope:

### ***Achamore/Lochgoin***

80 – 96 Achamore Road, 2, 9, 11 & 15 Lochgoin Gardens  
1A – 7B Ladyloan Avenue, 1 – 7 Lochgoin Avenue

### ***Inchfad 2***

7 – 19 Fettercairn Avenue, 90 – 124 Inchfad Drive, 1 – 8 Inchfad Place.

The tender invitations were sent on 27 April 2022 to:

- Magnus Electrical
- DG Joiners
- David Mitchell
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Tender return date: 22 May 2023 result.

| CONTRACTOR        | £ PER UNIT                        | No. UNITS | £ AMOUNT   | VAT @ 20%  | TOTAL VALUE |
|-------------------|-----------------------------------|-----------|------------|------------|-------------|
| Magnus Electrical | £ 65.00                           | 63        | £ 4095.00  | £ 819.00   | £ 4,914.00  |
| DG Joiners        | £ 80.00                           | 63        | £ 5,040.00 | £ 1,008.00 | £ 6,048.00  |
| David Mitchell    | <i>Did not submit a quotation</i> |           |            |            |             |

In accordance with the Association's stated procurement policy, Magnus Electrical have been selected to carry out the works.

A meeting will be held to determine the program of home visits and all affected tenants will be advised of their respective date(s).

## **12. KITCHEN RENEWAL – END REPORT**

Paul presented end report for the kitchen Renewal Contract  
The kitchen renewal contract for Cleddans Court, comprised:

Fasque Place:- **17** Terraced houses & **9** Cottage flats

Ladyloan Place:- **9** Terraced houses & **9** Cottage flats & **1** Wheelchair adapted flat, totalling **45** units.

One property was withdrawn from the contract at the tenant's request, therefore a total of **43** kitchen replacements have been completed.

The Wheelchair adapted flat is still to be completed as specialised parts imported from Germany had been delayed. The contractor is aiming for the kitchen to be completed by 19<sup>th</sup> June 2023

The contract was awarded to City Building Ladyloan Place and commenced on 20<sup>th</sup> March 2023 and completed on 19 May 2023.

The budget for the contract was **£175,000**, the tender price (being the lower of 3) was **£195,312** (excluding fees and VAT) being 12% over budget.

The over budget projection had been predicted and reported earlier.

John questioned if the tender price will be over £195.312 significantly over after the additional fees?

Paul advised this is due to increased costs of materials, Import fees and VAT. The price as predicted will be a fair amount over £195.312

Tenant satisfaction questionnaires have been sent to all tenants with a return date of Monday 5<sup>th</sup> June 2023, the results will be reported at the next Management Committee meeting.

**13. WINDOW AND DOOR REPLACEMENT – VERBAL UPDATE**

Paul advised MC that the window and doors replacement in Ladyloan Avenue have all been completed however there has been issues which have been highlighted to the contractor regarding a few defects.

The lack of sufficient communication from the contractor has been disappointing. Paul advised that the association will be retaining monies until the outstanding issues have been resolved.

MC noted the progress to date.

**14. GOVERNANCE ACTION PLAN MAY 2023**

MC have confirmed that all reports and actions were complete or given outcomes. MC approved the Governance Action plan May 2023

**15. A.O.C.B**

No other competent business.

**16. DATE OF NEXT MEETING**

The next meeting will be an Operation Meeting to be held on **Tuesday 27th June 2023** at **5.45pm** within the Association's offices and via Zoom®.

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Signed as a true record, for and on behalf of the Management Committee

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Dated