

MINUTES OF MEETING OF SPECIAL MANAGEMENT COMMITTEE HELD ON TUESDAY, 12 JANUARY 2021 AT 6.15PM VIA VIDEO CONFERENCING LINK (ZOOM)

<u>ACTION</u>		
	Present:	Mrs K. Tennant Chairperson Mr P. Shiach Secretary Mr J. Hillhouse Vice Chairperson Mr J. O'Donnell Ms D. Smith Mr J. Calderwood Cllr. Marie McNair
	In Attendance:	Mrs S. Keenan Chief Executive
	1.	Apologies
		Apologies for non-attendance were received from Councillor John Mooney and Mrs. L. Breeze.
	3.	Declaration of Interest
		There was no declaration of interest made.
	4.	Business Carried Over from the Last Meeting
		There was no business carried over from the last meeting.
	5.	Management Committee External Training/Conference Feedback
		There was nothing to report under this Agenda item.
	6.	Secretary's Report
		a) MC Membership Applications
		It was noted by the Management Committee that 2 Management Committee memberships had lapsed, namely Mrs. Grace Daly and Ms. Catherine McGarrity, due to 4 consecutive meetings being missed.
		The Chief Executive apologised that our normal monitoring procedures had fallen down which meant that we had not liaised with the members following 3 missed meetings. It was noted that the members had missed these meetings due to [REDACTED].
		The Chief Executive intimated that both Ms. McGarrity and Mrs Daly wish to be considered for Management Committee membership and that there were currently 3 casual vacancies available.
		Following discussion, it was unanimously agreed that both Ms McGarrity and Mrs Daly's requests be accepted and that they should fill the 2 casual vacancies and it was noted that both members would be required to stand for election at the next Annual General Meeting.
	7.	Proposed Press Release – Chief Executive Departure
		The Management Committee agreed that a Press Release should be drafted once the recruitment process was completed.

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<u>ACTION</u>	<p>8. Meeting Schedule V5 The Management Committee noted the revised Meeting Schedule which now reflected the agreed rescheduling of January’s Management Committee meeting to 02 February to accommodate the additional meetings/sessions required to discuss the Options Appraisal.</p> <p>9. Any Other Business Former Chairperson – Tom Winter The Management Committee were saddened to hear of the recent passing of our former Chairperson, Tom Winter and wished their condolences to be passed on to his daughter Violet.</p> <p>Proposed Changes to Maintenance Invoice Approval Levels Due to staff absences, the Management Committee unanimously agreed to the following changes to maintenance invoice approval levels: -</p> <ul style="list-style-type: none"> • Grade 2 Admin Assistant – Increase limit from £0.00 to £100.00 • Grade 6 Maintenance Assistant – Increase in line with Maintenance Officer approval limits from £500.00 to £1000.00 <p>9. Date and Time of Next Meeting Per the schedule.</p> <p><u>Meeting closed.</u></p> <p>Checked by: _____</p> <p>Date: _____</p> <p>APPROVED</p> <p>PROPOSED</p> <p>SECONDED</p> <p>/SK</p>
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