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**STIRLING TENANTS ASSEMBLY**  
**MEETING HELD ON**  
**TUESDAY 17<sup>th</sup> MARCH 2015**  
**IN VICTORIA HALL DUNBLANE**  
**AT 10.30AM**

**1. Present:** Michael Griffiths, Moira Robertson, Hugh McClung, Dolly Gemmell, Philomena McClung, Alec Lamb, Anna Johnston, Brian Telfer, Cathy Traynor, Emma Meldrum STP

**Apologies:** Richard Waddell, Thomas Brown, Delia Waddell, Cathy Brown, Meg Amasi,

**2. Minutes of Meeting 17.2.15 and Matter Arising**

Proposed Brian Telfer, seconded Dolly Gemmell

Matters Arising

Development of Station Square has started but there is still time to give your ideas on the graphics to Jo.

A roof on the new build houses in Cornton was damaged in the high winds in December 2014. This was reported on 12<sup>th</sup> December, but was only repaired about 10 days ago.

The new build housing development in Cultenhove is still awaiting a building warrant which is required before building can start [a completion certificate is given after completion]; as this is issued by Stirling Council Planning department; surely it shouldn't take this long.

Philomena spoke to Anne Cook, SG TP Team, about the poor customer service given by Castle Rock; the tenants should contact the SHR.

**New build in Cornton** was started in April 2013 with a finishing date of April 2014; the houses have just been completed, but the landscaping has yet to be finished and the road tarred. Anna will take this to HAG on Friday. **Action Anna**

**Website;** Emma has spoken to Kisweb about the options open to us regarding our website:-

1] Emma is concerned that Wix is not the answer, she cannot open it at work, and others are having problems loading more than one page.

2] Kisweb;

2[a] To keep the content and upgrade to the latest version of Pharoah will cost £2000 +VAT. Kisweb will train 3 people over 2 x 3 hour sessions, for £270 + VAT.

2[b] To redesign the site, maintain the contents and upgrade to the latest Pharoah would cost £3000 + VAT + training.

In both cases to maintain the site and keep the domain names would cost £50/month paid monthly.

3] For Kisweb to upgrade the site would cost £1500 +VAT, then £150 month + free training session + add-ons as required included in the cost.

Emma will find out how many people access the site, and then we can decide if we need a website.

Many RTOs have websites.

Emma said that she is designing an STP website and maybe we could have a page on that.

The group agreed that if we decided that we do need a website, then option 3 is the best.

A decision will be made at the April meeting. **Action Emma/all.**

**HAG;** at the last HAG meeting Hugh had requested that the HRA Disposal of Assets was put on the agenda; it has been but as a verbal update. Hugh wanted to know how much input SC had in the document. He will raise it at the meeting on Friday. **Action Hugh**

Moira said there seems to be fewer items for discussion at the HAG meetings now. Hugh agreed that items that should be discussed are the budget, SHIP, Annual Performance, and reports on the Annual Return of the Charter.

**Rent Survey;** Many of the comments made on the survey form were not relevant, but there seems to be a problem with communication. Emma said that she had phoned all the tenants who had left comments and left messages, but no-one had returned her calls. She will try again. **Action Emma**

**Crudens Development** being built for Forth Housing is in the Raploch so why do the signs say Stirling Bridge?

### **3. Workplan and Budget for year 2015/2016**

3.1 Copies of the accounts to date were handed out, with the totals for each item.

Hugh thanked Dolly and Moira for keeping good accounts.

3.2 Items for this year's Workplan was discussed; there is new legislation coming out - the private rented sector, review of the Housing Act, private rented sector panel, environmental areas, letting agents and scrutiny. There is also on-going items such as the Charter, Welfare Reform, Universal Credit [ Stirling, except for north of Callander, is included in tranche 2 starting on 25<sup>th</sup> May for first time applicants of working age] On this issue, STA should print a Newsletter to go out to local offices and libraries.

### **3.3 Budget 2015 to 2016;**

We have underspent on all items in last year's budget, which shows that we have been very diligent to cut expenses this year.

To cut postage even further, Phil will email round the agenda and minutes, but bring printed copies to give out at the meeting. Alec and Cathy will receive them by post. **Action Phil**

Proposed budget for this year:-

Meetings/catering	£1500
Room hires	£ 150
Committee expenses	£2000
Stationary/postage	£1000
Website	£4000
STA Conference	£ 500
TPAS Conference	£5000

Reports	£ 500 to cover printing costs.
Marketing	£ 500
Misc.	£ 100
Total	£15250

Dolly will check the actual cost of the STA Conference from the invoices and will put an extra column on the accounts to accurately monitor the printing costs of reports **Action Dolly**  
Emma will organise a budget meeting with Carol Hamilton. **Action Emma**

### **3.4 Workplan 2015 to 2016;**

#### Meetings

- [a] We will hold meetings on the 3<sup>rd</sup> Tuesday of every month except for May when we hold the AGM.
- [b] Speaker meetings will be held in July, September, November and February.
- [c] We will invite Steven McCabe and the 2 Change Fund Officers from URC to the AGM, along with all tenants and homeless applicants.
- [d] We will invite whoever is now in charge of the ASB Strategy to our meeting in July which will be held in Crianlarich village hall.
- [e] We will invite an officer from the Quality and Performance Team to our September meeting to discuss the Annual Charter Return.

#### Business meeting discussions

- [f] Scrutiny Panel
- [g] Repairs
- [h] ASB/Safer Communities Policy
- [i] HAG
- [j] Rents
- [k] STA website
- [l] PBB
- [m] Future consultations [as required]
- [n] TLI

#### Communications

- [o] To include reports on major topics from meetings with SG, RNs and others
- [p] To send reports to the CCs via Helen Geddes
- [q] 2 STA Newsletters per year [SC permitting]
- [r] AGM
- [s] SC Open Day [or alternative]
- [t] SLA

#### On-going Training

- [u] Produce an induction pack for new committee members
- [v] other training as required

### **4. Reports:**

#### **Chairperson**

4.1 Joint Housing Policy and Delivery Group; Hugh emailed round to all the RNs that their concerns about the remit and purpose of this group have been listened to; the number of tenant representatives has been increased to 2. RNs were asked to nominate members with the relevant experience to take an active role in the discussions. Hugh will work with TP Team to choose representatives. CRN has nominated Hugh. **Action Danny**

4.2 The SG is looking for 9-12 tenant representatives to prepare for a meeting with the Minister for Housing, Margaret Burgess MSP and Cabinet Secretary, Alex Neill MSP. The Ministers want

to ask about Housing and landlords; how well the Charter is doing and 2 other areas. The group will first meet with William Fleming, then the TP Team, then the Ministerial meeting. Several tenants put their names forward from the RNs; Hugh is one of those selected and the first of 3 meetings leading up to the Ministerial meeting is on 26<sup>th</sup> March. **Action Hugh**

### **Secretary**

4.3 Information on the TPAS Conference 6<sup>th</sup> – 8<sup>th</sup> November 2015

4.4 Several copies of the Tenant Magazine produced by the SG were received and handed round.

4.5 It was agreed to send a condolence card to Anne Cook TP Team SG on the death of her mother. **Action Phil**

### **Treasurer**

4.6; Balance brought forward was £7105.49; Expenditure for February was Catering £52.50 and Stationary £106.66. The current balance is £6946.33

### **HAG**

4.7 Hugh had asked for the Disposal of HRA Assets to be an agenda item, but although on the agenda it is a verbal update. Hugh would like to know how much input SC had to the consultation.

4.8 Moira said that there were very few items on the agenda this time and it hardly seemed worth having the meeting. Hugh said that the group should be discussing the budget, SHIP, Annual Performance and report on the Annual Return on the Charter. We will bring it up at the meeting on Friday.

### **CIH Conference**

4.9 Hugh passed round copies of his report on the conference which was held in Glasgow on 11<sup>th</sup> March. This is on the website <http://www.stirlingtenantsassembly.co.uk/> under minutes.

## **5. TPAS Conference**

5.1 The cost of the conference for tenant members at £705 for a single room and £570 for a twin room for a weekend including accommodation and food, is very good value when you consider that SC paid over £300 for a delegate to go to a one day conference organised by CIH.

5.2 All delegates write a report on their experience of the Conference, which are on the website.

5.3 For the last 2 years TPAS put all the overheads from the workshops on their website, which we had access to.

5.4 All delegates who attend say that they learn a lot at the Conference, and this is very worthwhile to the group as it increases the input they have and helps the group to grow.

5.5 The Conference takes place on 6<sup>th</sup> to 8<sup>th</sup> November in St. Andrews.

5.6 It was proposed by Michael Griffiths, seconded by Moira Robertson and unanimously agreed that we would send 6 people to the Conference; Hugh, Michael, Anna, Moira, Brian and Dolly put their names forward. Phil will ask Meg and if she is interested, and if so, the names will go in a hat. **Action Phil**

5.7 Phil will book 5 singles and 1 double. **Action Phil**

5.8 We will not be nominating anyone for the Good Practice Awards.

## **6. Service Level Agreement SLA**

6.1 Moira will proof read the document. **Action Moira**

6.2 Hugh said that Emma had no need to worry about breaching data protection because the STA would be drawing up our own list of contacts.

6.3 Emma will ask SC to print 3 copies for signing. **Action Emma**

## **7. Central Regional Network AGM**

7.1 This is taking place on Saturday 23<sup>rd</sup> May in the Golden Lion Hotel, Stirling with registration at 10.30am for an 11am start.

7.2 Up to 4 members from each area can sit on the committee; the areas are Stirling, Clackmannan, Falkirk and West Lothian.

7.3 Alec Lamb will have to stand down as a member for Stirling, but has indicated that he is willing to stand again. He will need to be nominated by the STA at our April 21<sup>st</sup> meeting when we have received the paperwork. **Action Hugh and Alec**

7.4 As many as possible STA members should attend, and please encourage other tenants. Anna and Michael both gave apologies; they are on holiday.

## **8. STA AGM and Annual Report**

8.1 Last year Hugh produced an Annual Report for the AGM; this year he would like help and Anna and Brian volunteered. **Action Hugh, Brian, Anna**

8.2 Dolly will ask Ena Campbell if she will independently examine the accounts. **Action Dolly**

8.3 It was agreed to have a panel session and ask Steven McCabe, SC Income Max Officer and the 2 new officers who have been employed by the Urban Regeneration Company [URC] to deal with the Change Fund and Universal Credit. They will be asked to give a 5 minute talk and then to answer questions. **Action Phil**

8.4 It was agreed to send invitations to homeless applicants. **Action Brian**

8.5 Michael and Phil will be on the door for registration. **Action Michael, Phil**

8.6 The programme will be:-

10am -10.30am	Registration and Coffee
10.30am – 10.35am	Welcome
10.35am – 11.35am	Panel session and questions
11.35am – 11.50am	Coffee Break
11.50am to 12.15pm	Update by SC
12.15pm – 1pm	AGM
Lunch	

## **9. AOCB**

9.1 The STA laptops are not working very well and are rather old, so it was agreed to buy 2 more, which would be the property of the STA, not the member using them. We would also need a copy of Microsoft Office and laptop bags. The maximum budget for this is £1400. **Action Hugh and Moira**

9.2 Emma asked for volunteers to sit on a TP Strategy Review group starting in April; Anna and Brian offered.

## **10. Date of next meeting 21<sup>st</sup> April in Mayfield Centre**

### Abbreviations

AGM	Annual General Meeting	ASB	Anti-Social Behaviour
CC	Community Council	CRN	Central Regional Network
FV	Forth Valley	HAG	Housing Advisory Group
HRA	Housing Revenue Account	LA	Local authority
LAs	Local authorities	LG	Local Government
RN	Regional Networks	RTO	Registered Tenants Organisation
SC	Stirling Council	SHG	Strathfillan Housing Group
SHQS	Scottish Housing Quality Standard	SG	Scottish Government
STA	Stirling Tenants Assembly	TLI	Tenant Led Inspection
TP	Tenant Participation	TPAS	Tenant Participation Advisory Service