



Minutes of Meeting

Thursday 5 July 2018 at 2pm

Hebron Church, Summer Street, Aberdeen

Present: Pam Gatt-Hall, May McLeod, Colin Stewart, Celia Tremain, John Watt, Ken Willox, Ethne Milne, Catherine Coutts (Tenant Participation Officer), Jim Anderson (Housing Manager for Sheltered and Very Sheltered)

Apologies: No apologies were received

1. Welcome and Introductions

Catherine welcomed everyone and we did a round of introductions.

2. Previous Minutes of 5 June 2018 and matters arising

The previous minutes were read and agreed as accurate. All matters arising were covered in the agenda.

Proposed by: Celia Tremain

Seconded by: Pam Gatt-Hall

3. Expenditure/budget update

There has been a hold up with setting up the bank account. Colin will deal with bank and advise of progress. There is no urgency to set up a CaRTO bank account at this stage.

Catherine advised the group to consider a request from tenants from Aquhorthies Circle in Inverurie under the CaRTO budget. They are hoping for a water butt to allow them to water their community garden easily. Presently, one tenant has to traipse in and out of her flat several times to carry water. There is no suitable site for an outdoor tap and there are concerns about people (not necessarily from the scheme) leaving it running. The group ok'd this and Catherine will arrange a visit out to Aquhorthies Circle for CaRTO to visit the garden and speak to the tenants there before purchasing anything.

4. Sheltered Guest Room Rates

Ethne voiced her concerns about the increase in charges to renting a sheltered guest room, as she felt the costs were not justified and were prohibitive.

Jim provided some figures to give the group an idea of income generated (although the group did disagree that guest rooms should be an income stream). Jim explained that the breakdown was:

Guest Room income since 1 April 2018

Craigievar Court 12 nights £300

Ruthrie Court 6 nights £150

St Peters Court 1 night £25

Total Guest Room income 2017/2018

Ruthrie Court £1190

Thomson Street £110

St Peters Court £690

Raeburn Place £220

Craigievar Court £870

Victoria Grange £310

Craigielea Gardens £1980

After hearing from Ethne and Jim, a discussion followed about the possibility of reducing the rates, and changing the pricing structure so that single guests were not being charged the same as a couple. The group came to a collective suggestion of £25 per room for the first night, and £12.50 per person thereafter. This way, single guests are paying a more reasonable rate. Jim will discuss CaRTO's feedback and suggestion with Gail, and advise the group of the outcome.

5. Tenant Participation Strategy and Action Plan

Technical issues with the large screen prevented Catherine from showing the Action Plan she has been working on. She will cover it at the next meeting instead.

6. NETRALT update

All About You - Saturday 15 September, 10am to 2pm at Hebron

The NETRALT sub-group has been working on organising this event to showcase health, housing and wellbeing information. A poster will be made available for advertising. The venue is fully accessible and a fully-equipped creche will be available. Many info stands have been requested, and there will be short workshops throughout the day. It is hoped that C-Fine will do a cookery demonstration. All are welcome to this drop-in event. The next sub-group meeting is on 1 August and more details will follow.

Study visit in September

NETRALT is organising a study visit to West Lothian Council and Almond Housing Association, with an emphasis on learning more about their digital involvement success. NETRALT will provide a coach, with landlords paying for overnight hotel stays. More details will follow and if space allows, the visit will be opened up to non-NETRALT tenants.

TPAS Study visit early 2019

TPAS Scotland have approached NETRALT asking us to host a study visit for tenants from the rest of the UK and the IUT (International Union of Tenants). This is an amazing opportunity for NETRALT to showcase our achievements in the North East and show that it is not all about the central belt! More details will follow and CaRTO members are welcome to attend.

The next NETRALT meeting is at 11am on Thursday 16 August at Woodhill House. All are welcome.

7. AOCB

Promotional material

Catherine suggested CaRTO look into acquiring a pull up banner for promotional activities such as the next NETRALT event and study visits. She had a quote from Rood Signs (company recommended by Aberdeenshire TPPT) but will ask Foyer Graphics if this is something they can take on. The group agreed and will decide on promotional materials at the next meeting so that they are available in time for 15 September.

Staff changes

There have been several changes to Maintenance/Development recently so Jim and Catherine relayed this information to everyone.

JOB TITLE	LEFT/LEAVING	IN POST/SOON TO BE IN POST
Director of Development	Fiona Murray	<i>Restructure</i>
Development Manager	<i>New post</i>	Fraser Buchanan
Asset Manager	Diane Brampton	Craig Fleming seconded in

		interim
Clerk of Works	Colin Walker	Davey Simpson
Maintenance Manager	Graham Robertson	Norman Beedie seconded in interim
Maintenance Officer	Craig Fleming (seconded)	TBC
Maintenance Officer	Norman Beedie (seconded)	Alan Fyfe seconded in interim
Maintenance Officer	Duncan Armstrong	TBC
Handyman	Alan Fyfe (seconded)	TBC
Customer Services Officer (Maintenance)	Barbara Beattie	TBC

Fiona Murray is still working part time until approx. end of July when she retires.

The Property Services Manager post is currently being advertised, closing date is 6 July 2018 and interviews are due to be held 17 July. This post will cover what we currently call planned and reactive maintenance.

Once the Property Services Manager post is filled, the new structure will be finalised and passed by committee.

SFHA (Scottish Federation of Housing Associations) film

The group watched a short film, giving insight into how housing associations can change lives for the better. If you would like to watch this video, it is available on You Tube if you search for 'SFHA Housing Scotland Film'. The SFHA are planning on making a series of these videos and there is potential for Castlehill tenants to get involved.

Meeting Room at Castlehill

As the meeting was coming to an end, Catherine received an email stating the following, which is very good news for CaRTO and Castlehill in general:

Following discussion with Castlehill's Management Committee and Senior Management Team, a decision has been made to take the ground floor property at 7 Waverley Place "off the market" (it was being marketed for rental) and instead to relocate our main meeting room and committee room facilities to 7 Waverley Place, from its current home on the top floor of Carden Place. We have been aware for a while of the limitations of the current room and believe this move will provide us with much better facilities for the future.

In particular:

- The current room is inaccessible for anyone with mobility issues such as a wheelchair user and this effectively excludes some people from participating e.g. on the Committee or at Tenants Organisation events (although we do hire accessible venues at a cost)
- 7 Waverley Place is fully accessible at ground floor level and will allow us to also provide disabled toilet facilities in due course.

- The new room is self-contained and much larger and has a full separate kitchen. This will allow flexible use for a variety of meetings as well as training events and will allow us to potentially host events for other organisations without impacting on Castlehill staff working in the building.
- This move will free up the top floor at Carden Place for conversion to office space that will be needed as moves arising from the current reorganisation of Property Services are taken forward.

This move will give us a chance to create a much-improved facility that will be of benefit to all tenants and staff attending meetings, training, etc. and will be developed into a real asset for Castlehill.

We plan to complete the initial “move” over the summer with the full development of the new set up to follow in due course.

The next meeting will be held on THURS 2 AUGUST at 2PM at HEBRON CHURCH, SUMMER STREET, ABERDEEN. All are welcome.