MANAGEMENT COMMITTEE MEETING (POST AGM)

Thursday, 4th September 2025 7:00 pm

AGM Venue | Management Committee

Attendees

Present	In attendance
Andrea Finkel-Gates (AFG) – *Chair* Kenny Hutton (KH) - *Joint Vice Chair* Andrea Mina (AM) - *Joint Vice Chair* Abira Sarwar (AS) Callum Wynd (CW) Elaine Rosie (ER) Hazel Robertson (HR) Jillian Fearnside (JF) John Jenkins (JJ) Kerray Dawson (KD) Priscilla Maramba (PM)	Sharon Brady-Wardrope (SBW) – *Director* Samantha Buggy (SB) - *Head of Corporate Services* Callum MacDougall (CM) – Minutes

1. Election of Office Bearers

1.1 Election of Chair

Purpose - For Approval

SBW noted that we are looking to elect a Chair, this is done at the first meeting after the Annual General Meeting (AGM).

SBW highlighted that AFG has expressed that she would like to continue as Chair and that nobody else had indicated that they wished to be considered. The Committee were happy to re-appoint AFG as the Chair of the Management Committee (MC).

Decision: Approved

Proposed - KD

2nd - HR

1.2 Election of other Office Bearers

Purpose - For Approval

AFG presented this report, which is intended to provide the committee with the information to allow them to elect the required office bearers for the main committee. We are required under Rule 59.1 of our Model Rules 2020 to have a Secretary, a Chairperson and any other Office Bearers the Committee considers necessary.

SBW explained that the Office Bearers, except for the Secretary, must be elected Committee Members. An employee may hold the office of Secretary but not be a Committee Member. The Committee will appoint these Office Bearers on an annual basis at the next scheduled Committee Meeting held after each annual general meeting, therefore the committee are now required to consider the following positions following the appointment of the Chair:

- Secretary

- Vice Chair

- Joint Vice Chair

- Health & Safety and Wellbeing Group Representative

The Committee agreed to appoint SBW as Secretary.

Decision: Approved

Proposed - AFG

2nd – HR

The Committee agreed to re-appoint KH as Vice Chair and appoint AM as a new Joint Vice Chair of the MC.

<u>For KH</u>

Decision: Approved

Proposed - PM

2nd - ER

<u>For AM</u>

Decision: Approved

Proposed - KD

2nd - CW

In addition to the office bearer positions, we are required to have a committee representative on the Health and Safety and Wellbeing Group in accordance with the Health and Safety Manual. The Committee agreed to appoint KD as the Health & Safety and Wellbeing Group committee representative.

Decision: Approved

Proposed - PM

2nd - AFG

This concluded the business of Office Bearers.

Decision: Approved

1.3 Election of Sub Committee Members

Purpose - For Approval

AFG highlighted that the Committee are asked to appoint the members of the sub committees and note the requirements to appoint conveners of the sub committees at the next sub meetings which at present are:

• Audit and Risk

• Staffing

• Asset and Development

Committee members elected for each sub committee are as follows:

<u>Audit & Risk</u>

AFG / AM / AS / CW / ER / JF / KD

<u>Staffing</u>

AFG / CW / HR / JF / KD / KH

<u>Asset & Development</u>

AS / HR / KH / JJ / PM

This Election of Sub Committee Members was approved by the MC. This concluded the election of Sub committee convenors and members.

Decision: Approved

2. Chair's Statement

Purpose - For Information

The Chair welcomed all committee and staff to the meeting.

3. Apologies

Purpose - For Information

None.

4. Declaration of Interest

Purpose - For Information

None.

4.1 Code of Conduct and Declaration of Interests – Verbal Update

Purpose - For Information

SB noted that an email will be issued in September after AGM regarding this agenda item.

5.1 Draft Minute of Management - 26th August 2025

Purpose - For Approval

Deferred to the next full MC meeting in October.

6. Matters Arising & Referrals From Sub Committees

None & No Referrals.

7.1 Annual Return to Financial Authority – Verbal Update

Purpose - For Information

SM highlighted that the Annual Return to Financial Authority should be completed either by tomorrow or next Monday.

The MC noted this update.

Decision: Noted

8. Policy / Strategy

Not Required.

9.1 Directors Report

Not Required.

10. Membership

None.

11. Correspondence

None.

12. AOCB

None.

13. Date of Next Meeting - 28th October 2025

The date for the next Management Committee meeting on Tuesday the 28th October 2025 was approved. The Chair thanked everyone for their attendance this evening.