

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Tuesday 17th December 2019, at 10.30am in the office of Provanhall Housing Association, 34 Conisborough Road, Provanhall, GLASGOW G34 9QG

1.0 Sederunt

Action

Present: Elizabeth McEwan (Chairperson)
Cathie Reid, (Committee Member)
Rodger Harley, (Committee Member)
Margaret Stewart, (Committee Member)
Linda Cameron, (Co-optee)

In Attendance: Patricia Gallagher, Director

2.0 Apologies

2.1 Sandra Wilson, (Committee Member)
Clarice Spaine, (Committee Member) – Special Leave
Tracy Coutts, (Committee Member)
Barbara McCluskey, (Committee Member)
Christine Morris, (Secretary)

3.0 Registration Of Interest

3.1 Rodger Harley was advised that he would be required to register an interest for a report to be tabled under AOCB. RH

4.0 Minutes of previous meeting of 25 November 2019

4.1 The minutes from the previous meeting of 25 November 2019 were approved by Rodger Harley and seconded by Cathie Reid.

5.0 Matters arising from previous meeting of 25 November 2019

5.1 There were no matters arising from the previous minutes.

6.0 Minutes of Technical Services Sub Committee meeting of 11th November 2019 and 25 November 2019.

6.1 The minutes from the previous meetings of the technical Services Sub Committee held on 11th and 25th of November 2019 were approved by Rodger Harley and seconded by Liz McEwan.

7.0 Health and Safety Audit report – Written Report By Director – Approved

7.1 A written report by the Director was circulated prior at the meeting and approved.

7.2 It was noted that several of the recommendations related to a change in the administration of how we maintain our records, and did not related to areas not undertaken.

7.3 It was further noted that a fire risk assessment has been arranged for January 2020.

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- 7.4 It was agreed that regular updates on the action plan would be presented to the Management Committee until its completion. D
- 8.0 SDFP 2020/21 – Written Report By Technical Services Manager - Approved**
- 8.1 A written report by the Technical Services Manager was circulated prior at the meeting and approved. TSM
- 8.2 Following discussion the Management Committee confirmed that there were no other schemes or projects to be included at the present time.
- 8.3 There were no further queries on this report.
- 9.0 Instant Access Bank Account – Written Report By Director - Approved**
- 9.1 A written report by the Director was circulated prior to the meeting and approved. D
- 9.2 It was noted that the Senior Finance officer had also look at charges applicable to the bank accounts when making her recommendation.
- 9.3 There were no further queries in relation to this report.
- 10.0 Renewal of SFHA membership – Written Report By Director - Approved**
- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 The Director advised that a Senior Member Of Staff will be attending the January EHRA meeting to discuss our concerns re recent publications and lack of support for members.
- 10.3 It was also noted that concerns have been raised about the recent Maintenance conference and lack of on-going Staff forums. Director advised that the Management Committee should keep a watching brief on what it gains from its membership of SFHA over the next year, prior to renewing membership.
- 11.0 Gas Appliance Servicing Contract 2020– Report By Technical Services Manager - tabled at the meeting - Approved**
- 11.1 A report by the Technical Services Manager was tabled at the meeting and approved.
- 11.2 The Management Committee were duly given time to read over the report and taking in to account the value for money shown and continued good performance of the Contractor, approved the recommendation. TSM
- 12.0 Painter work Tender Report – Report By Technical Services Manager - tabled at the meeting - Approved**
- 12.1 A report by the Technical Services Manager was tabled at the meeting

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and approved.

12.2 The Management Committee were duly given time to read over the report.

12.3 After reading the report and considering the content, and the recommendation in line with the information provided, approved it. TSM

13.0 Approval of Share Application And Use of Seal - Approved – Written Report By Director.

13.1 A verbal report by the Director was given at the meeting.

13.2 The Director advised of SHARE application received and approval was given for signing and sealing of the same (SHARE no 664 to 673).

14.0 Health And Safety report – Written Report By Director - Noted

14.1 A written report by the Director was circulated prior to the meeting and was noted.

14.2 There were no further queries in relation to this report

15.0 Publications / Training And Invitations - Written Report by Director - Noted

15.1 A written report by the Director was circulated prior to the meeting and was noted.

15.2 It was noted that Newsletters had also been received from Wellhouse HA and Molindiner Park H.A.

16.0 SFHA update – Written Report By Director – Noted

16.1 Noted that this was discussed at point 10 above.

17.0 EHRA update - Written Report By Director - Noted

17.1 A written report by the Director was circulated prior to the meeting and was noted.

17.2 There were no further queries in relation to this report.

18.0 EVH Update – Written Report by Director - Noted

18.1 It was noted that the December briefing had not been available prior to the meeting.

18.2 There were no other issues raised.

19.0 Correspondence Received - Verbal Report By Director - Noted

19.1 It was noted that no correspondence has been received.

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20.0 A.O.C.B

20.1 Notifiable Events

It was noted that this item had been omitted from the agenda. The Director confirmed that there had been no notifiable events.

20.2 PAIH winter destitution appeal

It was agreed to send £50 to this appeal.

D

20.3 Lottery Application. The Director advised that an application for lottery funding for £900 to the 25th anniversary community fund had been lodged for the annual gala day. A decision is awaited on this.

20.4 Pensioners Xmas. The Director advised that £5 gift vouchers for Morrison's had been given to the pensioners attending the Xmas lunch in The Connie.

D

20.5 Credit card: Approval was given to change the credit card account to remove Jim Wylie, Technical Services Manager and to put Sean Douglas, Housing Services Manager on the account. This is in lieu of Jim's pending retirement.

D

Rodger Harley registered an interest at this point and left the meeting.

20.6 Allocation Approval. A report from the Housing Services Manager was tabled re an allocation of a property to a relative of a Management Committee member. The Management Committee were given time to read over the report and approved it.

HSM

21.0 Review of Meeting

21.1 Management Committee advised that they felt that a lot of interesting areas had been covered in today's meeting and that it had been run well.

22.0 Date and Time of Next Meeting –

22.1 The next meeting will be held on Monday 27th January 2020 at 4.15pm in the offices of the Association.

Signed By Chairperson:

Date: