

**1.0 Sederunt**

**Action**

Present: Liz McEwan, (Chairperson)  
William Blunn, (Committee Member)  
Margaret Stewart, (Committee Member)  
Linda Cameron, ( Committee Member)  
Babs McCluskey, (Committee Member)  
Rodger Harley, (Committee Member)

In Attendance: Patricia Gallagher, Director  
Louise Kirkland, Senior Finance Officer (SFO), Item 7 & 14 only  
Samantha Cosgrove, Receptionist

**2.0 Apologies**

2.1 Tracy Coutts, (Committee Member)  
Cathie Reid ( Committee Member)  
Christine Morris, (Secretary)  
Clarice Spaine, (Committee Member)

**3.0 Registration Of Interest**

3.1 There were no registrations of interest noted.

**4.0 Minutes of previous meeting of 29<sup>th</sup> November 2021**

4.1 The previous minutes were approved by Linda Cameron and seconded by Babs McCluskey

**5.0 Matters arising from previous meeting of 29<sup>th</sup> November 2021**

5.1 Item 22.3 Ph13 Contract – Kitchen Compensation PHA are still working with Engie regarding the payment of compensation. Previously £60 per tenant for 6 properties agreed. Engie has come in with an offer. This is to be confirmed

TSM

5.2 Item 22.7 Rubbish at shops – Noted that this was checked by Staff and no issues found. They will continue to monitor it.

**6.0 Minutes of the Technical Services Sub Committee of 8th November 2021**

6.1 The minutes of the previous meeting of 8<sup>th</sup> November 2021 were approved by William Blunn and seconded by Margaret Stewart.  
**The Senior Finance officer joined the meeting at this point.**

**7.0 Draft Budget 2022/23 – written report by Director and Senior Finance Officer - Approved**

7.1 A written report by the Director and the Senior Finance Officer was circulated prior to the meeting and approved

7.2

The Senior Finance Officer (SFO) went through the draft budget via an online presentation.

7.3 Several committee members entered discussion on the rent increase scenarios presented by SFO. Consideration was given to the long term impact of the 30 year projections. Following discussion and the presentation, the Management Committee agreed to consult Tenants on a 2.6% or 3.1%, ensuring information is provided as to the impact of either rate of increase. D/HSM

7.4 All other items in the draft budget were approved

The Senior Finance Officer was thanked for her attendance and left the meeting at this point.

**8.0 EHRA Committee Member support pilot – written report by Director - Approved**

8.1 A written report by the Director was circulated prior to the meeting and approved

8.2 The MC had various discussions of measures that should be in place for staff attending the MC of other EHRA members.

8.3 The MC wished Staff to attend via zoom where possible, at the present time at least. The Management Committee approved TOIL for Staff attending Committee Meetings under this scheme. D

**9.0 Finance Regulations – written report by Director – Approved**

9.1 A written report by the Director was circulated prior to the meeting and approved.

9.2 It was noted that the only changes made were references to the Finance Agent being changed to the Senior Finance Officer D

9.3 DocuSign to be introduced and used for approvals.

**10.0 Risk Report – written report by Director - Approved**

- 10.1 A written report by the Director was circulated prior to the meeting and approved.
- 10.2 MC noted that the list is very long but it is completely comprehensive.
- 10.3 No further changes were requested to the report.

**11.0 EVH membership renewal – written report by Director – Approved**

- 11.1 A written report by the Director was circulated prior to the meeting and approved.
- 11.2 Membership cost has increased by 3.2% to £3500.
- 11.3 EVH have offered protection against tribunal action as an add-on to the package. Insurance may offer this already, Director to check the insurance policy first before the Management Committee consider the add-on service. D

**12.0 Membership Application Approval – verbal report by Director - Approved**

- 12.1 A verbal report by the Director was given at the meeting and approved.
- 12.2 Approval was given to membership application numbers: 752 – 755

**13.0 OSCR Annual return – written report by Director – Ratified**

- 13.1 A written report by the Director was given at the meeting and ratified.
- 13.2 There were no queries in relation to this report.

The Director registered an interest in the following item and left the meeting at this point. The Senior Finance Officer joined the meeting at this point.

**14.0 Recruitment update**

- 14.1 See Confidential minute

The Director re-joined the meeting at this point and SFO left the meeting.

**15.0 Good Neighbour Award 2021 - Noted**

15.1 A verbal report was provided by the Director at the meeting and noted

15.2 The trophies were sourced by the receptionist and there are x5 awards to be handed out.

**16.0 SFHA update – verbal report by Director - Noted**

16.1 A verbal update was given by the Director.

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

**17.0 EHRA update – written report by Director – Noted**

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

17.2 Noted that there was a mix up with the timing of the meeting and some reps had not made it along due to this. A timetable will be circulated prior to the next meeting.

17.3 There were no further queries on this report.

**18.0 EVH update – written report by Director – Noted**

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

18.2 There were no further queries or questions in relation to the update.

**19.0 Correspondence received**

19.1 Connect CT: Director advised of an email from CCT for permission to take on the lease for The Connie. The MC discussed this request and decided not to approve it at the present time.

**20.0 A.O.C.B.**

20.1 Ventilation: It was noted that funding for the office ventilation has been secured D

20.2 Funding for fuel advisors: Director advised that funding application made with other EHRA partners had been successful. Specific D

**Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 20<sup>th</sup> December 2021, at 3.30pm via Zoom**

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details of what will be provided have to be confirmed. Discussion took place on this and need for one to one for every resident was preferred option of the Management Committee if possible,

**21.0** Review of Meeting

The Management Committee advised that they felt the pace of the meeting had gone well and a lot had been covered. They felt it had been a good meeting.

**22.0** Date And Time Of Next Meeting - Monday 31<sup>st</sup> January 2022 at 3.30PM via Zoom.



Signed By Chairperson:

Date: 31/01/2022