

**Provanhall Housing Association Limited – Minute of Management Committee Meeting
held on Monday 21 December 2020, at 3pm held via Zoom**

1.0 Sederunt

Action

Present: Cathie Reid, (Committee Member)
Linda Cameron, (Committee Member)
Clarice Spaine, (Committee Member)
Barbara McCluskey, (Committee Member)
Tracy Coutts, (Committee Member)
Liz McEwan, (Chairperson)
Margaret Stewart (Committee Member)
Christine Morris, , (Secretary)

In Attendance: Patricia Gallagher, Director
Louise Kirkland, Senior Finance Officer - Items 6-8

2.0 Apologies

2.1 William Blunn, (Committee Member)
Rodger Harley, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 23rd November 2020

4.1 The minutes from the previous meeting of 23rd November 2020 were approved by Babs McCluskey and seconded by Linda Cameron.

5.0 Matters arising from previous meeting of 9th November 2020

5.1 The following matters arising were noted:

21.1 EVH report: It was noted that this had been forwarded immediately after the last meeting.

23.4 register of interests: It was noted that this is now all up to date and on the website.

Louise Kirkland, Senior Finance Officer ,joined the meeting at this point.

6.0 Draft Annual budget – written report by Technical Services Manager - Approved

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

- 6.2 At the end of the review of the draft budget the Senior finance Officer presented the income and surplus figures should the Association opt for a rent freeze and also the figures for a 1% increase.
- 6.3 The Senior Finance Officer talked through the budget via an on screen presentation. The following action points were noted for review for the final budget:
- i) The rent increase consultation will be for either a 0% or 0.7% increase
 - ii) Reduce Committee training budget – due to savings on reduced costs for on-line training.
 - iii) Reduce Staff training budget as per ii) above
 - iv) Reduce the £15k budgeted for Consultants fees
 - v) Review office equipment maintenance fees as costs of the upgrade carried out this year may be included
 - vi) Check if costs for paint packs pilot have been included
 - vii) Check if any costs may be required for drainage in Conisborough Rd.
 - viii) Include costs for new photocopier and folding machine at £10,500.
 - ix) Look at savings re heat, light, printing and postage.
- 6.4 In response to a question from a Committee Member the Senior Finance Officer advised that account has been taken of the past service pension deficit in the budget and she highlighted this to the Management Committee.
- 6.5 In response to a question from a Committee Member, the Senior Finance Officer advised that there were no plans to pay off any of the RBS loan at present. She advised that all loans need to be re assessed in line with changes to LIBOR but this will not be until the end of next year.
- 6.6 It was noted that a final budget will be presented to the Management Committee at the end of January meeting.

7.0 Draft AFS return – 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 went through the return via an on line presentation.
- 7.3 It was noted that the return should state that the annual audited accounts are available via the website.

- 7.4 There were no further queries raised in relation to this report and it was approved for submission to the SHR. SFO

8.0 Draft Annual OSCR- written report by Director and Senior Finance Officer - Approved

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

- 8.2 The Senior Finance Officer went through the return via an on line presentation.

- 8.3 There were no queries raised in relation to this report and it was approved for submission to OSCR. SFO

Louise Kirkland was thanked for her attendance at the meeting and left at this point.

9.0 Internal Audit action points quarterly review – written report by Director - Approved

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

- 9.2 The Actions taken to date and comments were noted and approval given for work undertaken to date.

- 9.3 The Director advised that the Auditors will check the actions taken when they attend to conduct the next Audit which is scheduled for February 2021. D

- 9.4 There were no further queries raised in relation to this plan.

10.0 Draft PPE Policy – Written Report By Director - Approved

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

- 10.2 There were no further queries raised in relation to this policy.

11.0 Draft Personal Relationships At Work Policy – Written Report By Director - Approved

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

- 11.2 There were no further queries raised in relation to this policy.

12.0 6 Monthly risk register review - Written Report By Director - Approved

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

12.2 The Management Committee advised that they thought this adequately covered all current risks. The Director advised that a full review of the risk register would take place early in the new year. D

12.3 There were no further queries raised in relation to this policy.

13.0 Approval of membership applications- verbal report by Director - Approval

13.1 Approval was given for the signing and sealing of membership Applications numbers 717-720.

14.0 SFHA update - Verbal Report By Director – Noted

14.1 Noted that Sally Thomas, Chief Executive A the next attended the last EHRA meeting. Nothing significant to report from this. MC

14.2 There were no further issues to report.

15.0 EHRA update – written report by Director - Noted

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

15.2 It was noted that the minutes of the December meeting were still not available.

15.3 It was noted that £1000 would be made available from EHRA for use for vulnerable people in our community, in line with the EHRA poverty charter. The Director advised of a proposal from Staff for use of this money, which was for people in need in the area, who did not get assistance from any of the other funds we have, as they are not families. The Management Committee approved this use of the funding. D

16.0 EVH update - Written Report By Director – Noted

- 16.1 It was noted that the monthly report had not been available prior to the Management Committee papers being prepared and still had not been received. Director advised that she will forward them on once they are received. D
- 16.2 Director advised that EVH were reportedly working on a Staff rewards scheme. She further advised that there was no update on the Pay negotiations. D

17.0 Correspondence received

- 17.1 There was no correspondence noted.

18.0 A.O.C.B.

- 18.1 Pension Scheme Update: Director advised that she and the Senior Finance officer had attended an update session and it look likely that the deficit contributions may have to continue for a while longer than was planned. TPT have still to confirm this. Management Committee will be advised as soon as further information is received. D/SFO
- 18.2 Notifiable Event: The Director advised of a notifiable event that was sent to the Regulator. She gave background information on this and advised that at the present time the regulator does not require any further information. However they have kept it open until the end of January in case anything further arises. D
- 18.3 Write off report: A written report by the Housing Services Manager was tabled at the meeting. After considering the report the Management Committee approved the write off of the debt. HSO
- 18.4 Garden Competition prizes: In response to a query from a Committee Member the Director advised that she will find out how the prizes were distributed and if any were still being held in the office. D

19.0 Review of meeting

- 19.1 All felt that the meeting had gone well. They advised that they felt the Finance section was clear and concise.

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20.0 Date and time of next Meeting

20.1 The next meeting will be held on Monday 25th January 2021 at 3pm.

Signed By Chairperson:

Date: 25/01/2021

