

Provanhall Housing Association Limited – Minute of Management Committee Meeting held on Monday 25 January 2021, 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)
William Blunn (Committee Member)
Christine Morris, , (Secretary)

In Attendance: Patricia Gallagher, Director
Louise Kirkland, Senior Finance Officer - Items 9-11

2.0 Apologies

2.1 Margaret Stewart, (Committee Member)
Rodger Harley, (Committee Member)
Tracy Coutts, (Committee Member)

3.0 Registration Of Interest

3.1 There were no registrations of interest.

4.0 Minutes of previous meeting of 21st December 2020

4.1 The minutes from the previous meeting of 21st December 2020 were approved by Babs McCluskey and seconded by Christine Morris.

5.0 Matters arising from previous meeting of 21st December 2020

5.1 The following matters arising were noted:

18.2 Notifiable Event: It was noted that this has now been closed with no action haven been taken.

18.4 Garden Competition It was noted that all winners have been re-contacted to arrange payment of their prize money.

6.0 Minutes Of The Housing Services Sub Committee meeting of 14th December 2021

6.1 The minutes of the Housing Services Sub Committee meeting of 14th December 2020 were approved by Linda Cameron and seconded by Babs McCluskey.

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

7.0 Final Annual Budget – 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 all of the changes made since the draft budget was reviewed by the Management Committee at its last meeting. It was noted that this budget was based on a 0% rent increase and an assumption that Staff will not return to working in the office until September 2021 at the earliest.
- 7.3 The Senior Finance Officer highlighted savings in the budget due to changes from the draft budget. She advised that these more than offset the losses of a 0% rent increase compared to the 0.7% in the draft budget.
- 7.4 The impact on the 30 year projections of a 0% increase was also discussed and it was noted that a budget based on this would have no long term detrimental impact on the 30 year projections.
- 7.5 The Director advised that tenant Consultation had been held on the funding for Connect CT to provide the wider role activities in the area and that a donation of £20,000 had been approved and was incorporated into the budget.
- 7.5 In response to a question from a Committee Member the Director advised that a 0% increase this year would not in itself necessitate a double increase next year as was reflected in the 30 year projections discussed.

8.0 Annual Rent, Factoring Fee & Shared Ownership Review - written report by Housing Services Manager - Deferred

- 8.1 A written report by the Housing Services Manager was circulated prior to the meeting and deferred.
- 8.2 The Director advised that it had initially been assumed that no consultation would be required as a rent freeze was being proposed, however, on further reflection this was deemed not to be the case.
- 8.3 It was agreed to consult with tenants on a 0% and 0.7% rent increase and to report back on this at the next meeting.

HSM

9.0 Long term Investment – written report by Director - Approved

- 9.1 A written report by the Director was circulated prior to the meeting and approved.
- 9.2 After discussing the report, the Management Committee agreed to deposit £500k with the Clydesdale Bank for 12 months and to put a further £500k into a 95 day notice account with RBS. D/SFO
- 9.3 Following further discussion, it was also agreed to keep the 35day notice account with the Bank of Scotland. D/SFO
- 9.4 It was noted that this would result in a 56:44 ration of cash to savings, which was more than is in the treasury Management policy. The Management Committee approved this variation to the policy, given how interest rates have changed since the policy was last reviewed.

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

10.0 Phase 13 update – Verbal Report By Director - Approved

- 10.1 A verbal report by the Director was given at the meeting and approved.
- 10.2 The Director advised of progress to date re handovers and she also updated the Management Committee on problems that have arisen with the installation of the wrong kitchens in some of the properties. It was noted that the defects period is being extended due to the lockdown period and restrictions meaning repairs are all taking longer to attend.
- 10.3 The Director also advised that she had received an update this morning that the handovers due next week will be delayed due to COVID on the site. She further advised that she thinks the site will be completed by the end of March 2021.

11.0 Draft Guide to information – 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 Subscription renewals - 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 approved the renewal of subscriptions to SFHA, EVH and PAIH. D

13.0 Draft Salary Procedure – written report by Director - Approved

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

13.2 There were no further queries in relation to this policy.

14.0 Draft Cash Handling procedure – written report by Director - Approved

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

14.2 There were no further queries in relation to this policy.

15.0 Health and Safety Action Plan update – written report by Director - Approved

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

15.2 It was noted that there were now no outstanding items on this action plan.

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

16.1 Approval was given for the signing and sealing of membership Applications numbers 721 - 725.

17.0 Annual Returns to the Regulator = written report by Director - Noted

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

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

18.0 Quarterly FOI Report – written report by Director - Noted

18.1 The Director went over this quarters return on screen. The submission was noted.

18.2 There were no further queries in relation to this return.

19.0 SFHA update - Written Report By Director – Noted

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

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

20.0 EHRA update – written report by Director - Noted

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

20.2 It was noted that the minutes of the previous meetings were still not available.

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

21.0 EVH update - Written Report By Director – Noted

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

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

22.0 Correspondence received

22.1 Letter from Housing Minister, Kevin Stewart, via GCC: A letter thanking all RSLs for their help with the homelessness situation during COVID was noted.

23.0 A.O.C.B.

23.1 Painting Contract: In response to a question from a Committee Member, the Director advised that the painting contract was not complete but just temporarily halted due to COVID restrictions.

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23.2 Notifiable Event: The Director advised that the notifiable event raised to the Regulator has been closed with no action taken.

23.3 GDPR: The Director advised of a minor GDPR breach re an email being sent to the wrong address. The Tenant involved had been informed and was satisfied with actions taken by the Association

24.0 Review of meeting

24.1 All felt that the meeting had gone well. No issues raised.

25.0 Date and time of next Meeting

25.1 The next meeting will be held on Monday 22nd February 2021 at 3pm.



Signed By Chairperson:

Date: 22/02/2021