

Minute of Management Committee Meeting held at 5pm on Wednesday 28 May 2025 at the Office and Online (Teams)

Provanhall Housing Association Limited

Sederunt

Members Present	Linda Cameron	(Chairperson)
	Deborah Anderson	(Vice Chairperson)
	Elizabeth McEwan	(Committee Member)
	Moir Bayne	(Committee Member) Online
	Daniel Hughes	(Committee Member) Online
	Claire Mckay	(Committee Member)
	Ayodeji Olorunsogo	(Committee Member)
	David Carse	(Co-opted Member)
	Tom Irving	(Co-opted Member)
	Gabriel Agbola	(Committee Member)
Staff	Alan Hume	(Director)
	Heather Elder	(Corporate Services Officer - Minute Taker)
Presenter	Graeme Bruce	(Chartered Accountant from Lethame)
Apologies	Calum O'Donnell	(Committee Member)

Registrations of Interest

CSO for Item 1.5

1 Items for Decision

1.2 Q4 Management Accounts (Brought forward agenda item)

1.2.1 Paper circulated prior to the meeting.

1.2.2 Chartered Accountant (CA) confirmed PHA has a strong financial position with significant cash reserves and low debt. There is however, a large planned capital expenditure programme planned over the next three years, which we have sufficient reserves for. Continued strong financial management is essential.

1.2.3 Adjustments are still to be made to SHAPS (pension) and depreciation. Income is slightly up (due to grants received). Reactive repairs down by £39K. Planned Maintenance down £101K. Estate Management down by £5K. Overheads down by £1K. However staff costs up by £79K. Interest up by £26K. Interest payable also up.

1.2.4 PHA has £3.5M in cash. Net current asset down by £300K.

1.2.5 CA happy with the budget overall, but there is still a few adjustments to be made. By August / September, we will be able to look back and see final adjustments.

- 1.2.6 The Director stated there would be additional savings achieved in relation to staff costs and the gas contract.
- 1.2.7 The Chairperson thanked the CA for the accounts.
- 1.2.8 A member asked why planned maintenance budget was under-spent. The Director confirmed that spend last year was delayed as we hoped to receive grant funding for triple glazing. However, that was unsuccessful and then the contractor advised the costs they supplied were wrong and looking for £30K more.
- 1.2.9 A member asked what the Subscriptions budget contains. The Director confirmed it is for things like SFHA, EVH etc.
- 1.2.10 A member said they think it is a good set of accounts. However, comments on key variables would be useful. The AC and Director agreed this would be added for the next quarter.
- 1.2.11 The MC had no further comments or questions and the accounts were **Approved.**

1.3 Loan Portfolio Return (Brought forward agenda item)

- 1.3.1 Paper circulated prior to the meeting.
- 1.3.2 The AC confirmed the RSL's have three financial returns to the SHR each year. The Five Year Financial Plan (FYFP) was done at the previous MC meeting and the loan value is the next return due. This shows loans and expected repayments. PHA has no covenants.
- 1.3.3 MC had no questions regarding this paper and Loan Portfolio was **Approved.** MC happy for this to be submitted to SHR.

**** GB left the meeting at 17:19pm**

1.1 Previous Meeting Minutes.

- 1.1.1 Minute of MC Meeting 28 April 2025. Circulated prior to meeting. **Proposed by Elizabeth McEwan and Seconded by Claire Mckay.**
- 1.1.2 Minute of HR, Audit & Finance Sub-Committee meeting 28 April 2025. Circulated prior to meeting. **Proposed by Deborah Anderson and Seconded by Claire Mckay.**

1.2 Q4 Management Accounts – see brought forward agenda item above

1.3 Loan Portfolio Return - see brought forward agenda item above

1.4 ARC Return 2024-25

- 1.4.1 Paper circulated prior to the meeting.

- 1.4.2 The Director confirmed collating the data involved two databases, the previous Technical Services Manager leaving, the Repairs Assistant being off due to a family bereavement and contractors not providing information timeously.
- 1.4.3 An internal audit of the ARC response was carried out last week by Quinn Internal Audit Services who have given verbal approval of the data.
- 1.4.4 The Director confirmed there is a strong performance and nothing controversial.
- 1.4.5 The Chairperson wished to thank everyone involved in collating the data as well as all their hard work over the last year.
- 1.4.6 A MC member asked if the new housing system would make things easier next year. The Director confirmed it will and that we are now collating KPI data at the end of each month.
- 1.4.7 MC had no further questions the 2024-25 ARC submission was **Approved**.

** CSO left the room for the next agenda item having declared an interest

1.5 This is a confidential item and available to MC members separately.

** CSO re-joined the meeting

1.6 Learning and Development Policy

- 1.6.1 Paper circulated prior to the meeting.
- 1.6.2 The Director confirmed the policy is broadly aligned to most other organisations in the sector, committing to having a Learning and Development plan for all staff and attaching terms to funded training, should the employee not complete their study or leave the organisation.
- 1.6.3 MC had no questions and policy was **Approved**.

2. Items for Discussion

2.1 Tenant Safety Dashboard

- 2.1.1 The Director apologised as the written report has not been brought to the meeting, however he can confirm that there are no failures and the Association remain fully compliant. A written report will be brought to the next MC meeting.

2.2 Community Benefit

- 2.2.1 The Director advised that money from Sidey have been used to create a community chest fund that we can be used to help tenants on an ad-hoc basis who are in desperate need. The Director proposed to reallocate some funds previously allocated to Connect Community Trust for this Community Chest fund.
- 2.2.2 The Director has written to Sidey and other contractors to ask if they want to support the Sports Centre.

2.2.3 MC had no questions and **Noted.**

2.3 Resignation of Secretary and Appointment of Interim

2.3.1 The Director confirmed that following a leave of absence, the Secretary had formally resigned on 12 May 2025. A card and bunch of flowers were sent thanking the Secretary for all the years of hard work and contribution to the community.

2.3.2 It was agreed that Elizabeth McEwan will continue as the interim Secretary and an open post will be available at the next AGM.

2.3.3 MC had no questions and **Noted.**

2.4 This is a confidential item and available to MC members separately.

3 Items for Noting

3.1 EDI update

3.1.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

3.2 EVH update

3.2.1 All updates published on the MC portal. MC requested to read and keep themselves informed. **Noted.**

3.3 EHRA update

3.3.1 The Chairperson advised that on 30 May 2025 a tour is taking place around the EHRA associations stock with the Scottish Government and Wheatley Group. The Chairperson will give some background information of PHA's area.

3.4 SFHA update

3.4.1 All updates published on the MC portal. MC requested to read and keep themselves informed.

3.4.2 Three members are due to attend the upcoming annual conference on 10 & 11 June 2025.

3.5 Correspondence Received

3.5.1 None.

3.6 A.O.C.B.

3.6.1 A member asked if anyone had heard about a Scottish Government £4M fund. In West Dunbartonshire, three organisations put funding bids in. The member will send details over to the Director in case PHA can apply.

3.6.2 Membership applications 858, 859 & 860 received and **Approved.**

3.7 Review of Meeting

3.7.1 The Chairperson said it was another interesting meeting and pleased to see MC members asking questions.

3.7.2 A member said it was a great meeting. Some hard decisions and glad everyone got a chance to have their say. Feels the decision they made for item 1.5 was the right one.

3.8 Date of Next Meeting

3.8 The next Management Committee Meeting will be on Monday 30 June 2025 at 5pm.

There being no further business the meeting was brought to a close at 6.35pm

Signed by (Chairperson)



Date 7 July 2025