

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 19th April 2022 at 6.00pm.

Present:

Mr A Scott (Chairperson)
Mr F Sheeran (Vice Chairperson)
Mr B Johnston (Committee Member)
Ms C Meighan (Committee Member)
Miss C McKinlay (Committee Member)
Mr N Thumath (Co-optee)

In Attendance:

Julie Smillie (Director)
 Scott Rae (Acting Director)
 Jayne Lundie (Corp Services Officer)
 Representative (FMD)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chair welcomed Committee and Staff to the meeting.</p> <p>The Chairperson welcomed the Director who has returned from sick leave on a phased return. Committee and staff are pleased to have the Director back and look forward to her returning to full capacity in due course.</p> <p>He also welcomed Mr C Boyle as an observer to the meeting with a view to co-opting him onto the management committee at the meeting in May 2022. Mr Boyle can then be elected as a Committee Member at the AGM in September.</p> <p>Apologies were received from Mr M Johnston, Mrs M O'Donnell and Ms A Wood.</p>	
2.	<p>Adoption of Minute of 15th March 2022 The minute of the meeting held on the 15th March 2022 was proposed as a true record by Miss C McKinlay and seconded by Ms C Meighan.</p>	
3.	<p>Matters Arising from the Minute of 15th March 2022 No matters arising.</p>	
4.	<p>Use of Seal There was no use of seal.</p>	
5.	<p>Application for Membership There were no applications for membership.</p>	
6.	<p>Notifiable Events None</p>	
Finance		
7.	<p>Five Year Financial Projections - New Date and FAQ's Noted.</p>	
8.	<p>Annual Five Year Financial Projections Submission Report The return comprises of a statement of financial position, statement of comprehensive income and statement of cashflow projections complete with assumptions used for future costs, inflation and rental income increases. Analysis of this information takes the form of a series of financial ratios common to all RSLs. The ratios are grouped under the headings of</p>	

	<p>Financial Capacity, Efficiency, Liquidity, Profitability, Financing and Diversification.</p> <p>Committee were advised that SHR has brought forward the opening date of the submission to 1st March 2022 and closing date for the submission to 31st May 2022. They have removed the need to update the closing the closing cash figure as at the 31st March which will enable RSL's to complete and approve the return prior to the end of the financial year if they so wish.</p> <p>By bringing forward the closing date SHR will be in a position to analyse the data earlier and identify any potential issues and engage at an earlier stage if need be.</p> <p>The representative from FMD presented the report to the Management Committee for consideration and approval.</p>	
	Committee considered and approved the FYFP Submission Report	
8.1	<p>Annual Five Year Financial Projections Submission Report Committee approved the submission of the projections to SHR.</p>	
	Committee approved the submission of the projections to SHR	
	The Representative from FMD left the meeting.	
9.	<p>SHR Quarterly Return Noted.</p> <p>The Acting Director advised committee that this will be the final return to be submitted to SHR.</p>	
10.	<p>Engagement Plan 2022/2023 It was noted that the Association is fully compliant and SHR do not require any further assistant other than the annual regulatory returns.</p>	
11.	<p>Business Plan Review 12th May 2022 - Agenda The Acting Director advised the agenda was a draft and if anyone wishing to add anything to the Agenda could do so.</p> <p>Committee were advised that everyone attending the event is required to take a Covid test on the day. If they need a test kit they should contact the Acting Director who will arrange to have these delivered.</p>	
12.	<p>Eviction Report The Acting Director advised that an eviction did not take place as the keys for the property had been handed in prior to the scheduled eviction date.</p>	
13.	<p>Acting Director's Report Noted.</p>	
13.3	<p>Staffing Matters Noted.</p> <p>The Acting Director asked if the members of the Staffing Sub Committee could remain in the Teams Meeting when the Management Committee meeting concludes to discuss the filling of the maintenance vacancy. Agreed.</p>	

13.4	<p>SHARE - Affiliation Fee After discussion committee agreed to the recommendation that the Association re-affiliates with SHARE.</p>	
13.5	<p>Pay Increase The Acting Director advised that EVH are still negotiating with its members on a 4.1% cost of living increase.</p> <p>Delegated authority was granted to the Office Bearers to approve an increase which is in line with the sector norm when they have the relevant information.</p>	
13.7	<p>Hybrid Committee Meetings The Acting Director advised that 50 Graham Square has been set up to accommodate hybrid committee meetings as from 17th May 2022.</p> <p>Committee were advised that the room could comfortably hold up to five people. Some committee members were amenable to attending the meetings in person and others were happy to continue to attend remotely.</p>	
13.8	<p>RBS Mentor Health and Safety - Annual Review The Acting Director advised this review has been completed and a report will be brought to the Management Committee Meeting on 17th May 2022.</p>	
<p>Committee agreed to delegate authority to the Office Bearers to approve an increase which is in line with the sector norm when they have the relevant information.</p>		
14.	<p>AOCB None.</p>	
15.	<p>Date and Time of Next Meeting – Tuesday 17th May 2022 - 6.00pm The next meeting of the Management Committee will be held both in person and via Teams on Tuesday 17th May 2022.</p> <p>Committee members can choose whichever medium is convenient for them.</p>	

Signed

Date