

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Hybrid Meeting of the Management Committee on Tuesday 17th May 2022 at 6.00pm

Present:

Mr A Scott (Chairperson)
Mr B Johnston (Committee Member)
Ms C Meighan (Committee Member)
Miss C McKinlay (Committee Member)
Mrs M O'Donnell (Committee Member)
Mr N Thumath (Co-optee)

In Attendance:

Julie Smillie (Director)
 Scott Rae (Acting Director)
 Representative (FMD)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chairperson welcomed Committee and Staff to the meeting.</p> <p>Apologies were received from Mr F Sheeran and Mr M Johnston.</p> <p>Standing Apology from Ms A Wood.</p> <p>The Chairperson advised that Mr Craig Boyle has indicated his interest in becoming a committee member of the Association.</p> <p>A discussion took place on whether it would be beneficial for Mr Boyle to come on board as a co-optee and be elected to the board at the AGM in September or to fill a casual vacancy as from 21st June 2022.</p> <p>After discussion it was agreed that Mr Boyle should be invited onto the Board under a casual vacancy at the June meeting.</p>	
2.	<p>Adoption of Minute of 19th April 2022 The minute of the meeting held on the 19th April 2022 was proposed as a true record by Miss C McKinlay and seconded by Mr B Johnston.</p>	
3.	<p>Matters Arising from the Minute of 19th April 2022 No matters arising.</p>	
4.	<p>Use of Seal The seal was used to record Exclusive Occupancy Agreements in relation to the undernoted:</p> <p>Use of Seal – Exclusive Occupancy Agreement between MPHA XXXXXXXXXXXX</p>	
Committee agreed the Use of Seal		
5.	<p>Application for Membership There were no applications for membership.</p>	
6.	<p>Notifiable Events None</p>	

	<p>The Finance Representative was experiencing audio problems remotely, therefore he agreed to come into the 50 Graham Square to present the Finance reports. Therefore Finance was moved down the agenda.</p>	
	<p>Governance</p>	
12.	<p>Business Plan Update The Director advised that the Business Plan Review Day had been cancelled due to lack of numbers.</p> <p>The Director proposed that the Review Day should take place on a Saturday so that people who are working can be more readily available. However, she advised that Reidvale Neighbourhood Centre is not available on a Saturday. She proposed Saturday 25th June 2022 as a suitable date, but some members of the committee were not available for that date.</p> <p>It was agreed that the Director would look at alternative dates and venues and would contact committee and staff to ensure that the dates suggested are suitable.</p> <p>A discussion took place about the format of the Business Plan Review Day and updating the Business Plan. The Director envisaged that once the Review Day takes place then another date towards the end of the year can be arranged to update the Business Plan document. It may well be that two days will be needed to carry out the updating of the Business Plan.</p>	
13.	<p>Annual Return on the Charter (ARC) The Asset Manager presented the ARC and highlighted the variances from the previous three years.</p> <p>The Asset Manager explained that some narratives had yet to be inserted giving explanations for various aspects of the Association's performance for 2021/2022 and also some minor amendments had to be made.</p> <p>After consideration Committee agreed narratives and amendments should be inserted and that the ARC should be submitted to SHR before the deadline of 31st May 2022.</p>	
14.	<p>Pay Increase Report The Asset Manager presented the report.</p> <p>After discussion it was agreed to a pay increase xxxxxxxxxxxxxxxxx implemented backdated to 1st April 2022.</p>	
	<ul style="list-style-type: none"> • Committee agreed that the Director looks at dates and venues for the Business Plan Review Day and ensure dates are suitable for committee and staff • Committee agreed that the Annual Return on the Charter should be submitted to SHR by 31st May 2022 subject to agreed minor amendments and some narratives to be inserted • Committee agreed that to a pay increase of xxxxxxxxxxxxxxxxx backdated to 1st April 2022. 	

Services Sub Committee		
15.	Minutes from Services Sub Committee Meeting 2nd February 2022 Noted.	
16.	Chairperson's Report from Services Sub Committee Meeting 4th May 2022 Noted.	
17.	<p>Eviction Report The Asset Manager presented the report.</p> <p>It was noted that decree for eviction has been granted on several occasions and on each occasion the tenant cleared off the arrear only to immediately fall back into arrears.</p> <p>Committee were advised that the decree is for eviction and not for payment, therefore if the tenant once again offers to clear the arrear the Association could accept the payment and still proceed with the eviction, however this would have to be made clear to the tenant before accepting payment.</p> <p>After discussion committee agreed that the eviction should be executed whether or not payment is made.</p> <p>Committee agreed to proceed with the eviction</p>	
The Representative from FMD joined the meeting.		
Finance		
7.	<p>Report on Management Accounts to 31st March 2022 The Representative from FMD presented the report.</p> <p>Committee Noted: Statement of Comprehensive Income (SOI) The budget for the year to 31 March 2021 projected a surplus of £261k. The actual results note a surplus of £357.4k. Therefore a positive variance to date of £96.4k has arisen.</p> <p>Statement of Financial Position (SOFP) The Statement of Financial position provides a snapshot of the assets and liabilities held by the Association at the period end after all the transactions have for the year has been accounted.</p> <p>Loan Covenant Compliance The Association monitors its financial loan covenants throughout the year and is tested at the year-end by the lender. The Association continues to meet its financial covenants for the year to date.</p> <p>Conclusion The Association's financial position remains stable. Positive variances in expenditure have resulted in higher cash than previously budgeted for 31 March 2021.</p>	

	<p>Presently, the UK is still being affected by Covid-19 and lockdown restrictions are beginning to ease. We continue to monitor the early and signs of impacts on the Association's finances.</p> <p>The representative from FMD invited any questions from the Committee, however no questions were raised.</p>	
8.	<p>Quarterly Management Accounts Noted.</p>	
9.	<p>Treasury Management Report The Representative from FMD presented the report.</p> <p>After discussion Committee approved the report and agreed to the recommendation that the Association give notice to NBS to close the 95-day saver and, all things equal, move the funds over instead to RBS for 12 months. A further amount of say £188k can be added to this from the RBS instant access facilities to deposit a total of £700k for 12 months with RBS.</p>	
10.	<p>Report on FMD Engagement of Services The Director presented the report.</p> <p>After discussion it was agreed that as the quality and content of information submitted to committee were of an excellent standard that it would be beneficial to appoint FMD for a further three years.</p> <p>Committee agreed to the recommendation to engage the services of FMD for a further three years and to permit the Director to sign the Minute of Agreement between FMD and the Association. The Asset Manager to witness the agreement.</p>	
11.	<p>Minute of Agreement – FMD Engagement of Services Noted.</p>	
	<ul style="list-style-type: none"> • Committee approved the Quarterly Management Accounts • Committee approved the Treasury Management Report and agreed to close the 95-day saver account and move the funds to RBS for 12 months. • Committee approved the recommendation to engage the services of FMD for a further three years • Committee agreed that the Director sign the Minute of Agreement between FMD and MPHA 	
	<p>The representative from FMD left the meeting.</p>	
18.	<p>Afghan Resettlement Scheme The Management Committee approved the allocation of two properties to the above scheme on 23 November 2021 and a further two on 15 February 2022. Glasgow City Council have asked that if there are no suitable Afghan families for the properties would it be possible to allocate them to Ukrainian families under the same conditions.</p> <p>The Director advised committee that even though we have not been asked to rehouse any Ukrainian families at the present time it would be better to approve the decision at this meeting so that we would be in a position to go</p>	

	<p>forward with any allocation to Ukrainian families without having to bring them matter back to committee if we are asked to do so.</p> <p>Committee agree to allocate two properties to Ukrainian families under the same conditions as the Afghan Resettlement Scheme.</p>	
	<p>Committee agreed to allocate two properties to Ukrainian families if asked to do so by Glasgow City Council</p>	
19.	<p>Acting Director's Report Noted.</p>	
19.3	<p>Staffing Matters Committee were advised that at the Staffing Sub Committee Meeting on 19th April 2022 it was agreed that the current Assistant Maintenance Officer be promoted to Maintenance Officer and that a Maintenance Assistant should be recruited.</p> <p>The position of Maintenance Assistant was advertised with a closing date of 9th May 2022. However, the response was poor – only three applications were received.</p> <p>The Director asked for permission to look at the job description for Maintenance Assistant and make any changes which would make the position more attractive to applicants and then readvertise the position.</p> <p>After discussion, committee agreed that this would be the best way forward.</p> <p>The Asset Manager advised that the Services Sub-Committee is low in numbers and asked if any committee member would be willing to sit on the sub-committee.</p> <p>The Director advised committee that it had been approved in the past to recruit new members for the Governing Body but to date this recruitment process has not been carried out. She went on to say that in having more numbers on the management committee that would, in turn, make more members available to sit on the sub-committees.</p> <p>After discussion it was agreed that the Corporate Services Officer would look at placing an advertisement in the Scottish Housing News inviting any interested parties to apply.</p>	
19.5	<p>RBS Mentor - Mentor Health and Safety Annual Review Noted.</p>	
	<ul style="list-style-type: none"> • Committee agreed that the post of Maintenance Assistant should be readvertised with an updated job description • Committee agreed that the Corporate Services Officer would place an advert with Scottish Housing News to recruit Governing Body members 	
20.	<p>AOCB</p>	

20.1	<p>Time of Management Committee Meetings The Chairperson asked committee to consider reverting back to 6.30pm to start the committee meetings.</p> <p>The timing of the meeting had been changed to 6.00 pm to accommodate a committee member.</p> <p>After discussion it was agreed to revert back to 6.30pm which would enable any committee member who is employed to have more time to join the meeting.</p>	
20.2	<p>Reidvale Housing Association The Chairperson advised committee of the sad news that that following an Option Appraisal the Scottish Housing Regulator has approved a Transfer of Engagement for the above Association. There was a wide spectrum of issues identified which led to this decision.</p> <p>The next stage in the process is for an advertisement to be placed asking for any interested parties to declare an interest.</p> <p>The Director suggested arranging a meeting with only this matter as an Agenda Item to allow the Association to discuss this in more detail.</p> <p>It was agreed that Tuesday 24th May 2022 was a suitable date, and the Asset Manager would send out an invitation to committee who could choose how this wish to participate, either in person or virtually.</p>	
20.3	<p>Role of Acting Director The Director advised committee that as she has returned to work on a phased return that the role of Acting Director should be reviewed.</p> <p>Committee granted delegated authority to speak to the Office Bearers to come to a decision on the role of Acting Director.</p>	
	<ul style="list-style-type: none"> • Committee agreed that a meeting should be arranged for Tuesday 24th May 2022 to discuss the Transfer of Engagement for Reidvale Housing Association • Committee agreed to delegate authority to the Director to discuss the Acting Director's role with the Office Bearers. 	
21.	<p>Date and Time of Next Meeting – Tuesday 21st June 2022 - 6.00pm The next meeting of the Management Committee will be held both in person and via Teams on Tuesday 21st June 2022</p> <p>Committee members can choose whichever medium is convenient for them.</p>	

Signed

Date