

Molendinar Park Housing Association
Minutes of the Management Committee Meeting to be held in the Offices
and Remotely via MS Teams on
Tuesday 21st November 2023, 6.00pm

Present:	In Attendance: Staff
F Sheeran, Chairperson	Julie Smillie, Director
C McKinlay, Vice Chairperson	Scott Rae, Asset Manager
C Boyle, Committee Member	Susan Paton, Corporate Services Officer (Minutes)
B Johnson	
A Scott, Committee Member	Beth Anderson, Finance Officer
A Wood, Committee Member	
N Thumath, Committee Member	
M O'Donnell, Committee Member	
C Meighan, Committee Member	

The meeting is quorate.

1. Welcome, Apologies and Declaration of Interest

The Chair welcomed everyone to the meeting and Apologies were noted from A Gillespie & M Johnson.

Directors report – Tenant Committee members noted a declaration of interest against the SFHA Fuel funding.

2. Adoption of Minutes of Meeting held on 17th October 2023

The minute of the meeting held on the 17th October 2023 were proposed as a true record by C McKinlay and seconded by A Scott.

3. Matters Arising from Minute of 17th October 2023

After reflection A Scott will not be able to participate in the SFHA Governance Forum for Governing Body as he is a Board Member of the GWSF and this would constitute a conflict of interest. The Vice Chair is still interested in being involved.

There were no other matters arising.

4. Actions from Previous Meeting Report

The Committee noted progress made on the previous action report.

5. Applications for Membership

None

6. Use of Seal

None

7. Notifiable Events Report

The Corporate Services Officer presented this new style report.
The Chair confirmed there were are no open notifiable events.

8. Committee Digest

The Corporate Services Officer reported that the SFHA e-learning platform was changing and more information will come out about how to access learning from January.

b) Training Schedule

The Corporate Services Officer explained that she had created a list of suggested training sessions with recommendations as to who might deliver them. The majority of the training suggestions came from the annual appraisal report from Linda Ewart on training needs of the committee.

The Committee approved the training schedule. The CSO will now create a plan for 2024 to deliver as many of the courses on the list as possible.

The training schedule will now be incorporated into the committee digest report as an ongoing item in the monthly committee papers for Committee monitoring.

9. Business Plan & Rent Consultation

The Director reported that the Business Plan draft was not ready for the management committee papers in November but the staff team were working to get it Committee in time for a discussion in early December.

The Committee agreed to hold a business planning and rent consultation meeting in early December. The CSO will send around dates for the first week in December. The Committee noted the apologies from N Thumath and A Scott who cannot attend this due to prior commitments.

The Committee noted that the rent consultation report will also be addressed at the December meeting. The Director explained that based on the budget and the below inflation figure last year that it was recommended that this year the rent is set at 4.6% (which is the CPI for October 2023) plus either one or two percent.

The Finance Officer and the Director explained that the 30 year projections would be impacted depending on the decision on how we set rents this year. The Asset Manager also noted that the costs of materials, labour cost of maintenance has been high and expected to remain high.

A committee member suggested that CPI + 2 would be sensible to take into account last year's cut in real term income as well as protecting the future capital budget. The Committee discussed pausing the rent harmonisation during this time. The committee will have a full discussion on this at the next meeting in December.

The Director said that she had used the SFHA rent affordability tool to calculate the rent and that the proposed rent was in line with peers.

Committee noted that the rent consultation will be carried out by CX Feedback (with some posted for those without technology) and that a newsletter article will go out before the survey is sent out on what CX Feedback is and how we will be surveying our tenants and residents in the future.

10. Management Accounts

In the income section, it was noted that Structural changes to General rents and Shared owner were not implemented until October/November by Homemaster. There were fewer voids than budgeted, which led to a positive variance. Stage 3 Medical Adaptations work in Q1 has been claimed and paid, but a grant cut for 23/24 by GCC requires confirmation for any uplift.

For expenditure, Reactive Maintenance showed a negative variance due to an increase in calls about damp and mould, including £8k of bulk uplifts. However, there was a positive variance in Cyclical Maintenance due to timing differences in programs, and painterwork of £62k is scheduled for Q2. There was a negative variance in Major Repairs due to chimney and door replacement works, and higher Service Costs were seen, including roof works, balcony repairs, and electricity charges due to a change in supplier. Staff costs were overspent due to sabbatical and overlapping replacement, as well as an un-budgeted Asset Manager acting up Director allowance. On the other hand, there was an underspend in Postage/Stationery due to only Winter newsletter being sent out. Various expenses were detailed for temporary staff replacement, fuel grant, and anniversary celebrations. Overspend in Legal & Professional Fees was seen due to maintenance consultancy, painterwork maintenance consultancy, and heating feasibility.

In the Statement of Financial Position (SOFP), Tangible Fixed Assets were down due to increased depreciation charges. The Net Pension Liability opened at £90k with no movement year to date and a ceased past service deficit.

For Cashflow, the budget for 23/24 details adding back any underspend in Reactive Maintenance and Planned Maintenance, along with the Mortgage to Rent purchase net cost.

When it comes to covenants, all covenants were complied with. The KPIs indicated that management admin costs, reactive repairs, and cyclical/major repairs were higher than budgeted.

11. 30th Anniversary Working Group

The CSO reported that the Christmas party was going ahead for Children on the 30th November 2023 and that 40 places has been booked by tenants via CX Feedback. A committee member will pass on details of the Halliday Foundation to the CSO.

12. Services Sub Committee Minutes 7th November 2023

The CSO noted we were having problems with C Boyle accessing the meeting planner and he was not able to join the meeting as a result, this will be closely monitored.

The Services Sub Committee minutes were noted by Committee. They will be approved at the next sub-committee meeting.

There were two policies referred to committee for approval.

13. Fire Safety Policy – Cover Report & Fire Safety Policy

The Asset Manager reported that the fire safety policy provides safety guidelines which can be implemented to secure the safety and wellbeing of staff, tenants, visitors, contractors and firefighters.

A Committee asked about section 14 with regards to close inspections and efforts to clear closes from obstructions during visits. The Asset Manager will work on this section.

Committee agreed to approve the policy with the caveat that the close inspection section will be changed. Chairperson and Chairperson of the Sub Committee have been given permission to approve the amendments.
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14. Gas Safety Policy – Cover Report & Gas Safety Policy & Management Plan

The Asset Manager explained this policy ensures that the Association meets its legal obligations for gas safety. It will provide MPHA staff detailed operating processes and helps us demonstrate that we comply with the requirements of the Regulations.

A committee member asked if gas safety checks were carried out at void stage as well as checking general system is operational. The Asset Manager will check to see if there is a provision in the contract for this.

The Policy was approved by the Committee. The Asset Manager will report back to committee in January regarding the safety checks at void stage.

15. Director's Report

The Director reported that the temporary housing assistant had been kept on for the rest of the year. [REDACTED – PERSONAL DATA]

The Director has been asked to speak at an SFHA event for new Directors who have been in post <2 years.

SFHA fuel funding was noted by committee which will provide £100 to each tenant. Tenant committee members noted a conflict of interest under this item.

Committee agreed to adopt a cash first approach and discussed that vouchers would be akin to telling tenants how to spend the money.

16. Mortgage to Rent Report

The Director presented the report. The Committee discussed the merits of the mortgage to rent applicant. On balance the committee agreed to the proposal as it adds to our existing stock and preventing homelessness.

The Committee agreed to the mortgage to rent proposal to acquire the property detailed in the report.

17. Delegates Reports

a) Glasgow West of Scotland Forum

The Director remains one of the founding members on the informal support panel to help other member RSLs. A Scott, GWSF Board member reported that the forum had been discussing EESSH 2 and the costs associated with it. It was noted that new builds from this month will no longer be able to install gas central heating. The Asset Manager noted that there hadn't been any new information about EESSH 2 roll out or when the net carbon zero targets would be enacted as the 2030 target is unlikely.

b) Meat Market Regeneration CIC

The Chair reported that there is a funding application into the Development Trust Association Scotland and a legal agreement has been drawn up with the Land fund. The Director reiterated that from the Association's perspective a safe space for our tenants is essential when developing this space. The Chair noted that Badminton Scotland, Kabadi, vertical farm, zero waste recycling hub and heritage activities were being explored. Strathclyde University is still on board with being an anchor organisation.

c) Safe Injection Site – Hunter Street

The Chair has attended all of the local meetings with stakeholders, representing the Association. The Chair reported that he was now on the implementation board and he sees this project as being essential. He said that in other pilot projects of this kind there were no negative impact measured on local residents and there is a lot of misinformation about the project.

18. Committee Meeting Schedule

The Committee agreed to the committee meeting schedule.

19. AOCB

Committee Christmas Celebrations – Committee agreed to organise something around celtic connections. B Johnston has been asked to consider bringing some suggestions back to committee.

The Director asked Committee for guidance on a Christmas payment to staff to celebrate Christmas. The Committee agreed to provide each committee member with £35 to put towards a Christmas night out.

The Chair thanked Committee members for their commitment this year. The Chair and committee wished a committee member well for their upcoming medical appointment.

20. Date and Time of Next Meeting –

Tuesday January 16th 2024 6pm

Sign.....

Dated