

MOLENDINAR PARK HOUSING ASSOCIATION LTD
Minute of the Meeting of the Management Committee
held remotely and in MPHA Offices
on Tuesday 17th October 2023

Present:

F Sheeran, Chairperson
(present after item 4)
C McKinlay, Vice Chairperson
C Boyle, Committee Member
A Scott, Committee Member
A Wood, Committee Member
A Gillespie, Committee Member

In Attendance: Staff

Julie Smillie, Director
Scott Rae, Asset Manager
Susan Paton, Corporate Services Officer
(Minutes)

The meeting is quorate.

1. Welcome, Apologies and Declaration of Interest

The Vice Chair welcomed everyone to the meeting stated that the Chair was running late but would join the meeting shortly and she would be Chairing the meeting.

Apologies were received from B Johnston, C Peacock, C Meighan, M O'Donnell, N Thumath

2. Adoption of Minutes of Meeting held on 19th September 2023

[REDACTED – CONFIDENTIAL INFORMATION]

3. Matters Arising from Minute of 19th September 2023

There were no matters arising.

The minute of the meeting held on the 19th September 2023 were proposed as a true record by A Scott and seconded by A Gillespie.

4. Actions from Previous Meeting Report

The Corporate Services Officer introduced this new report to Committee. She explained that this report will capture all staff and committee actions from each committee meeting and progress will be reported on at future meetings. The Committee agreed that this report would be useful and will help with the monitoring of decisions and discussions going forward.

5. Applications for Membership

None

6. Use of Seal

None

7. Notifiable Events

None

8. Committee Digest

A Scott reported to the committee on the benefits of the Share online training courses he had completed and encouraged others to enrol in and do this training in their own time.

The Corporate Services Officer noted that the Scottish Housing Regulator had published their annual report.

9. Business Plan/ MPHA Tour 21st October 11am

The Director reported that there were 7 apologies put in for the tour/business planning event. This means that it would be unsuitable to discuss the business plan with such few members of the management committee present. The committee present agreed that the stock tour would be a good idea and will be postponed to a later date.

Committee agreed to bring the business plan to the next management committee. The meeting will be planned with time to discuss the business plan and time to discuss the committee business on the night. The Director will circulate the business plan with time to ask questions well in advance of the meeting.

10. Treasury Management Report – RBS 1 Year Fixed Term Deposit Rollover

The Director referred to the report. The Director explained that a one year fixed deposit of £700k will mature in October and the Finance Agent (FMD Financial Services Ltd) has carried out research into the best interest rates. It was determined that although one bank offered a slightly higher interest rate the process of setting up a new bank account would cost staff time which would negate the interest saved by changing providers.

The Committee agreed that the sum of £700k will be reinvested with RBS at a rate of 4.72% for one year.

11. Assurance Statement

a) Assurance Statement Presentation by Corporate Services Officer

The Corporate Services Officer presented the assurance statement evidence bank, the context and good practice processes that were used in collating the evidence bank this year the processes and how this evidence is presented to Committee. The CSO also detailed the ways in which evidence will be gathered and monitored throughout the year by committee.

Committee agreed that the evidence bank will be a living document i.e. updated regularly throughout the year, accessible on a newly created

intranet for Committee. The progress in the improvement plan will be monitored by Committee bi-annually, with Committee agreeing to

b) Assurance Statement Evidence Bank Report

The Committee noted the report.

c) Assurance Statement Draft for Signing

After review of the evidence bank the Committee agreed to sign the assurance statement and submit it to the Scottish Housing Regulator. The Corporate Services Officer will submit the assurance statement to the SHR.

12. SHR Annual Return on the Charter Landlord Report

The Committee noted the landlord report and agreed for it to be sent to tenants and other customers.

13. Internal Audit Programme Proposal 2023-2024

The committee agreed to the Internal Audit Programme for 2023-2024

The Corporate Services Officer reported that Information Law Solutions will also carry out a GDPR audit during this period.

14. 30th Anniversary Working Group

The Corporate Services Officer noted that the new tenant packs were ready and were being distributed. They include some cleaning products, tea towel, chopping boards, tea, coffee and biscuits.

15. Director's Report

The Director reported that MPHA hosted a meeting for a newly formed GWSF panel that offers support to members who are facing problems and have approached the Forum. This support can range from a simple chat about their situation to potentially joining the management committee/board. The main requirement for panel members is a commitment to protecting and promoting the model and values of community-based housing associations.

The Director updated Committee that SFHA has announced another round of funding to assist tenants with rising fuel costs and the cost of living crisis. The Senior Housing Officer has applied for additional funding to provide tenants with a cash payment, aiming to alleviate some financial pressures they may face during the winter. The committee will be informed about the outcome of this funding bid.

The Director asked Committee to decide on the contract regarding DPO service provided by Information Law Solutions that will conclude on October 17, 2023. Information Law Solutions has expressed interest in continuing to offer their services to the Association and has provided proposals for delivering information law services to MPHA. The Director told committee that

the reassurance and guidance that Information Law Solutions provides has been invaluable over the years.

The Committee decided to go with a comprehensive cover option. The Committee agreed to a 3 year extension with a break clause after 2 years.

16. Delegates Reports

a) Glasgow West of Scotland Forum

A Scott is a committee member with GWSF and told committee that the next meeting will be at 4.30pm tomorrow. He will update committee on discussions at the meeting. The Asset Manager will be attending The open meeting the following evening.

b) Meat Market Regeneration CIC

The Chair noted that there was no meeting this month.

c) SFHA – Governing Body Governance Forum

The Corporate Services Officer reported that SFHA are looking for interested governing body members to start a governance forum. A Scott and C McKinlay expressed an interest. The Corporate Services Officer will inform SFHA.

17. Christmas Arrangements Attached

The Corporate Services Officer presented the report. This item is taken to committee every year to decide the Christmas operational hours.

The committee decided, that in light of the emergency cover put in place and the existing pay agreement to honour the Glasgow School holidays that the office will close between 22 December – 8th January 2023. The committee also suggested closing at 3pm on the 22nd of December 2023.

18. AOCB

Brown Bins - A Committee member asked about the brown bin situation in Dalmarnock. GCC has been request permits (which costs £50) for garden waste and putting 'contaminated' stickers on bins that are not on it. A Scott said he would raise the issue at GWSF.

Safe Injection Site – The Chair reported that there has been an email update from Alison Thewless MP on ensuring that MPHA is seen as an interested party. The Chair said that this project will go ahead because of cross-party support and plans will be launched.

A Committee member noted that this project has been planned since 2016. There has been discussion of paraphernalia litter, if this will be a magnet for

drug sellers, criminality increasing etc. The Director said that working with police is important and requesting more police presence.

The Chair agreed to send reports that he has gathered about this project to all committee.

19. Date and Time of Next Meeting –

Tuesday November 21st 2023 at the new time of 6pm