

Molendinar Park Housing Association
Notice of the Management Committee Meeting to be held in the Offices and
Remotely via MS Teams on
Tuesday 16th January 2024

Present:

F Sheeran, Chairperson
C McKinlay, Vice Chairperson
C Boyle, Committee Member
B Johnson, Committee Member
A Scott, Committee Member
M Johnston, Committee Member
N Thumath, Committee Member
M O'Donnell, Committee Member
C Meighan, Committee Member
C Peacock, Committee Member

In Attendance: Staff

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

David Ampofo, Finance Agent - FMD

The Meeting was Quorate.

1. Welcome, Apologies and Declaration of Interest

The Chair welcomed everyone to the meeting.
Apologies were received from A Wood, A Gillespie.
The Corporate Services Officer declared an interest under staffing section in Director's report.

2. a) Adoption of Minutes of Meeting held on 21st November 2023

The minute of the meeting held on the 21st November 2023 proposed as a true record by C Meighan and seconded by A Scott.

b) Matters Arising from Minute of 21st November 2023

There were no matters arising.

3. a) Adoption of Minutes of Meeting held on 7th December 2023 – Business Planning

Correction – C McKinlay was not marked as attending despite being in attendance.
Correction to be made to minutes for record.

The minute of the meeting held on the 7th December 2023 was proposed as a true record by N Thumath and seconded by M O'Donnell.

b) Matters Arising from Minute of 7th December 2023

There were no matters arising.

c) Business Plan update

The Director reported that the business plan is with L Ewart, governance consultant to provide her updates and will be brought back to management committee in due course.

4. Actions from Previous Meeting Report

Committee noted the actions from previous meetings report and noted the progress against the actions.

5. Applications for Membership

None

6. Use of Seal

None

7. Notifiable Events

None

8. Committee Digest & Training Schedule

The Corporate Services Officer presented the report and noted the training opportunities available to Committee and highlighted the committee training schedule. The CSO will do a series of bite size training sessions starting from the committee meeting next month.

a) SHR Risk Focus November 2023

The Committee noted the contents of the SHR's Risk focus report for 2024.

9. Rent Consultation Results & Rent Setting Decision

The CSO presented the rent consultation results and the committee discussed the views of the tenants who responded. The consultation was carried out by a mixture of CX Feedback surveys (SMS and email) and mailings. The response was good and 5 times that of the consultation the previous year. The Director noted that the trends coming from the comments were that more investment was needed in the properties and environment and this was affecting the value for money perception.

The Committee discussed that rent levels, now more than ever needed to reflect our aims of being a strong, independent association that invests appropriately in the properties. The Director will be working on furthering the rent harmonisation work to look at how rent is structured and how future rent levels will meet the expectations and future statutory obligations like net carbon zero etc.

The Committee agreed with the Director to look at the draft budget and see what investment programme items can be escalated this year.

The Committee approved the 6.6% rent increase for 2024-2025.

10. a)Treasury Management Report – NBS 1 Year Fixed Term Deposit Rollover 75k and return balance.

The Finance Agent asked Management Committee to discuss and approve the rollover of £75,000 of the £352,839.86 1-year deposit with Nationwide Building Society, which matures on January 30, 2024. The remaining balance with NBS should be returned to the Association to meet operational cash requirements. The Finance Agent highlighted that the cash forecast in the draft budget for 2024-2025 suggests reinvesting only a maximum of £75,000 with NBS and returning the rest to the Association to cover operational cash needs over the next year. Additionally, he mentioned that deposit quotations from three institutions were acquired and reported that there are no material benefits in relation to changing to these institutions as per the current policy.

b) 2024/25 Draft Budget Report & Draft budget

The finance agent presented the draft budget for 2024/25 to the Management Committee for comment and review before the final budget is presented for approval in Feb/Mar 24. The budget was based on a range of assumptions as highlighted in the paper (distributed in advance of the meeting).

During the presentation the finance agent highlighted the following:

- 24/25 Budgeted surplus is expected to be £307k compared to 23/24 £365k
- The reduction in the surplus is due to higher costs being experienced in 24/25
- Rental income has largely increased by 6.6% being the agreed annual increase
- Voids are prudently assumed at 1% which is above the actual 22/23 figure of 0.44%
- Staff Costs increase includes the [REDACTED – CONFIDENTIAL INFORMATION] Oct 23 CPI , grade point increases and the promotion of Asset Manager to Depute Director. Staff Headcount remains at 11.
- Office overheads : Zero based budgeting applied and inflation added.
Legal/Professional Fees budget has increased significantly due to convergence of one-off corporate pieces of work required in 24/25. The Chair queried this and a brief list of some of the extra works required were provided by the Finance Agent.
- Reactive Maintenance has increased significantly based on the projection of actual costs YTD Q2 23/24 and gas repairs element has been reallocated here from Cyclical.
- Component additions : £318.8k budget and on top of this a provision for conversion works at Drakemire shall be included in the final budget once estimates are received.
- Other Fixed Assets : The Chair queried if the Association had all the necessary communication and technological infrastructure. The Director advised that docking stations will be purchased in the current year and there are no issues with servers etc.
- Cash Balance : A reduction of £179k cash per the cashflow on P51 due to expenditure demands.
- Covenants : financial covenants are met – with stress testing of 1% on interest rates.
- KPIs : Operating Costs metrics are mostly higher than 22/23 Peer & National median.

<p>The Management Committee after considering the budget had no recommendations at present and noted that the final budget will be presented in March 23.</p>

The finance agent then left the meeting.

11. Sub Committee & Working Groups

None

12. Policy Review Schedule a) Cover Report

The Corporate Services Officer noted that this is a new report which brings together in a schedule all of the Association's policies and when they are needing updated. The Committee noted the policies that are due for renewal in 2024.

b) Policy Review Schedule

The Committee noted the information presented in the policy review schedule.

13. Director's Report

The Director updated the committee on the ballot by Reidvale Housing Association members. According to a press release the Shareholders voted no and now RHA will need to create an alternative plan to deliver to the Scottish Housing Regulator. As RHA are the closest neighbour of our Association, the Director agreed to keep the committee up to date with any news articles, statements from the key stakeholders involved in the proposed transfer.

The Corporate Service Officer declared an interest. The Director asked Committee to extend the Corporate Service Officer's extra day per week employment for 6 months.

The Committee agreed to extend the Corporate Services Officer's contract to 28 hours per week for 6 months.

14. Affiliation Renewals

a) Mentor

The Committee referred to the request from Mentor to renew the professional services they provide with regards to Human Resources, Health and Safety and training for staff. The Director said that Mentor provide an excellent value for money service.

The Committee agreed to renew the services of Mentor for 2024.

b) SFHA

The Committee referred to the SFHA letter which stipulates the affiliation fees for the financial period of 2024-25.

The committee agreed to affiliate with SFHA for 2024-25.

15. Delegates Reports

a) Glasgow West of Scotland Forum

The Association's GWSF representative reported that there will be a meeting tomorrow. There were no meetings in December. He will report back to Committee next month on the content of meeting.

b) Meat Market Regeneration CIC

No update.

c) Safe Injection Site – Hunter Street

The Chair has attended a few meetings. There will be an outline information in 4-6 weeks of how they will roll out the services on the site. The Chair said that whilst there are still some objections from others, the project is being sensitively administered and the project once up and running will be low-key to minimise community impact.

16. Committee Calendar - Updated

The committee noted the updated committee calendar and feel it is useful to have the business of the monthly committee meetings in this format.

17. AOCB

A committee member is organising the committee social night out for Christmas. This is a tradition of the Association and committee are allocated £35 per head to socialise and team build in an informal setting.

After discussion the corporate services officer will send out a poll via email to all committee tomorrow to ask for preferences and allow the committee member to make a dinner reservation.

**18. Date and Time of Next Meeting –
Tuesday February 20th 2024 at 6pm**

Meeting Closed at 19.46pm