

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 17th August 2021 at 6.00pm.

Present:

Mr A Scott (Chairperson)
Mr F Sheeran (Vice Chairperson)
Mr B Johnston (Committee Member)
Mr M Johnston (Committee Member)
Mr P Mann (Committee Member)
Mrs M O'Donnell (Committee Member)
Ms A Woods (Committee Member)
Mr C Peacock (Co-optee)

In Attendance:

Scott Rae (Acting Director)
 Jayne Lundie (Corp Services Officer)
 Representative (FMD)
 Representativd (Azets)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chair welcomed Committee and Staff to the meeting.</p> <p>Apologies were received from Miss C McKinlay and Ms C Meighan.</p> <p>It was agreed to bring Agenda Items 11, 12 and 13 forward to follow Agenda Item 6.</p>	
2.	<p>Adoption of Minute of 15th June 2021 The minute of the meeting held on the 15th June 2021 was proposed as a true record by Mr F Sheeran and seconded by Mrs M O'Donnell.</p>	
3.	<p>Matters Arising from the Minute of 15th June 2021 No matters arising.</p>	
4.	<p>Use of Seal xxxxxxxxxxxx Exclusive Occupancy Agreement between xxxxxxxxxxxx</p> <p>xxxxxxxxxxxx Exclusive Occupancy Agreement between xxxxxxxxxxxx and MPHA</p> <p>xxxxxxxxxxxx Exclusive Occupancy Agreement between xxxxxxxxxxxx and MPHA</p>	
Committee approved Use of Seal		
5.	<p>Application for Membership There was one application for membership by:</p>	

	XXXXXXXXXX XXXXXXXXXX	
	Management Committee approved the application for membership. Share to be issued to applicant.	
6.	Notifiable Events None.	
	Finance	
11.	Annual Accounts Cover Report The representative from FMD presented the report. Committee noted the post-audit total comprehensive income for the year is now £137,638 – a decrease of £219,774) since last reported in the March Management Accounts. The change mainly related to the net pension deficit position which was updated following receipt of the position of 31 st March from TPT Retirement Solutions in late May 2021 and some other minor year-end adjustments.	
11.1	Audited Annual Accounts The representative from Azets presented the annual audited accounts to the Management Committee. The representative advised Committee that the financial statements give a true and fair view of the Association's affairs as at 31 st March 2021. She confirmed that there are no issues affecting the Association's ability to continue as a going concern.	
11.2	Audited Management Report The representative from Azets presented the report and explained that there has been a change to auditing standards and that the wording is now unique and tailored to each individual RSL. She reported that the audit was clean and unqualified and compliant with all standards. The representative thanked the Acting Director and FMD for their contribution and support during this period of working remotely.	
11.3	Draft Letter of Representation Noted. The representative from Azets advised Committee that the Letter of Representation must be signed at the same time as the Audited Annual Accounts.	
	Committee considered and approved the Final Accounts.	
	The representative from Azets left the meeting.	
12.	Quarterly Management Report Noted.	
12.1	Quarterly Management Accounts The representative from FMD presented the accounts. Committee Noted: The budget for the period to 30 June 2021 projected a surplus of £38.7k. The	

	<p>actual results note a SURPLUS OF £141.5K. Therefore a positive variance to date of £102.7k has arisen.</p> <p>It was noted there was a typo on Page 74 (Note 1.3) – it should read “...£7.9k positive variance”</p> <p>The representative from FMD advised the Association’s financial position remains stable. Cash balances at the period end are in line with the Budget.</p> <p>Presently, the UK is still being affected by Covid-19 and lockdown restrictions are continuing to ease. The early and signs of impacts on the Association’s finances are continually monitored.</p>	
Committee considered and approved the Quarterly Accounts.		
13.	<p>Loan Portfolio Cover Report The representative from FMD presented the Loan Portfolio return which had been prepared for submission to SHR.</p>	
13.1	<p>Loan Portfolio Return Noted.</p>	
13.2	<p>Loan Portfolio Appendix Noted</p>	
Committee approved the submission of the Loan Portfolio Return to SHR.		
The Representative from FMD left the meeting.		
Governance		
7.	<p>Covid Quarterly Return Noted.</p>	
8.	<p>Report on Rule 68 Noted.</p>	
9.	<p>Report on Nine Year Rule Noted.</p>	
10.	<p>SGM and AGM Arrangements Noted.</p> <p>The Corporate Services Officer advised that after discussion with the Chairperson and the Acting Director the time of the meeting of the AGM had been moved to forward to 5.45 pm.</p> <p>The Chairperson asked that all committee members make every effort to attend the SGM/AGM to ensure the meetings are quorate. If anyone cannot attend they should let the Corporate Services Officer as soon as possible.</p>	
Services		
14.	<p>Chairs Report from Services Sub Committee Noted.</p>	
14.1	<p>Minutes from Services Sub Committee Meeting 3rd August 2021</p>	

	Noted.										
	General										
15.	<p>Eviction Report</p> <p>The Chairperson presented the report and a discussion took place on whether committee should enforce the decree for eviction.</p> <p>The Senior Housing Officer had provided a comprehensive report on the circumstances surround the case. However, the Vice Chairperson asked if it would be worthwhile giving the tenant another opportunity to make an arrangement to reduce the arrear. He felt that if the tenant is evicted the chances of recovering any money would be negligible.</p> <p>A Committee member made point the tenant had been given numerous opportunities to reduce his arrear but had failed to adhere to any arrangement made in the past. Regarding the matter of not recovering any money if the tenant was evicted it was noted that the Decree was for rent arrears and legal costs which could be pursued even if the eviction proceeds.</p> <p>A vote was taken as to whether the eviction should be enforced and the result was as undernoted:</p> <table border="0"> <tr> <td>To proceed with the Eviction</td> <td>Yes</td> <td>6</td> </tr> <tr> <td>To postpone the Eviction</td> <td>No</td> <td>1</td> </tr> <tr> <td>Abstention</td> <td></td> <td>1</td> </tr> </table>	To proceed with the Eviction	Yes	6	To postpone the Eviction	No	1	Abstention		1	
To proceed with the Eviction	Yes	6									
To postpone the Eviction	No	1									
Abstention		1									
	Committee considered and approved the request to enforce the Decree for Eviction.										
16.	<p>SICS State Return</p> <p>Noted.</p>										
17.	Policies										
17.1	<p>Lone Working Policy</p> <p>Committee agreed to adopt the Lone Working Policy.</p>										
17.2	<p>Staff Appraisal Policy</p> <p>Committee approved the review of the Staff Appraisal Policy.</p>										
17.3	<p>Unacceptable Behaviour Policy</p> <p>Committee agreed to adopt the Unacceptable Behaviour Policy.</p>										
17.4	<p>Whistleblowing Policy</p> <p>Committee approved the review of the Whistleblowing Policy.</p>										
	<p>Committee agreed:</p> <ol style="list-style-type: none"> 1. To adopt the Lone Working Policy 2. To approve the Review of the Staff Appraisal Policy 3. To adopt the Unacceptable Behaviour Policy 4. To approve the Review of the Whistleblowing Policy 										
18.	<p>Director's Report</p> <p>Noted.</p> <p>Gas Service and Reactive Tender</p> <p>The above contract for the three partners (Milnbank HA, Reidvale HA & Ourselves) was published on PCS and the following timeline was provided by Gold Consultancy Ltd. Sub-Committee noted the dates highlighted in yellow as</p>										

	<p>this is the timeframe for scoring the tenders and representation from the Association's Management Committee is required for this process.</p> <p>Management Committee should discuss and nominate two members of the Committee to assist in the scoring process.</p> <p>SFHA Re-affiliation Committee were asked to consider re-affiliating to SFHA. It was noted unless the Association was a member it would not be able to access documents which were integral to the governance of the organisation. The Asset Manager advised Committee that he had negotiated a reduced fee for the year.</p>	
	<p>1. Gas Service and Reactive Tender Committee nominated two members to assist in the scoring process</p> <p>2. SFHA Re-affiliation Committee agreed to reaffiliate to SFHA</p>	
19.	<p>AOCB The Corporate Services Officer advised Committee that the applicant to become a shareholder of the Association had also expressed an interest in becoming a committee member.</p> <p>It was agreed that the Corporate Services Officer would contact the resident inviting him to a meeting with the Chairperson and the Acting Director to discuss becoming a committee member.</p>	
	<p>Corporate Services Officer to invite new shareholder to a meeting with the Chairperson and Acting Director to discuss committee membership.</p>	
	<p>Date and Time of Next Meeting – Tuesday 21st September 2021 - 6.00pm The next meeting of the Management Committee will be held remotely on Tuesday 21st September 2021.</p>	

Signed

Date