

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Hybrid Meeting of the Management Committee on Tuesday 21st June 2022 at 6.30pm

Present:

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

In Attendance:

Julie Smillie (Director)
 Scott Rae (Acting Director)
 Jayne Lundie (CSO)
 John Mallon (SHO)
 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 M Johnston. Standing Apology from Ms A Wood.</p> <p>The Chairperson proposed that Mr N Thumath who is currently serving as a co-optee should be invited to fill a casual vacancy which has arisen due to the resignation of the Mr P Mann.</p> <p>Miss C McKinlay proposed that Mr N Thumath should fill the casual vacancy which arose due to the resignation of Mr P Mann and this was seconded by Ms C Meighan.</p> <p>The Chairman advised that Mr C Boyle who attended the meeting in May as an observer has confirmed that he wishes to be co-opted onto the Management Committee.</p> <p>Miss C McKinlay proposed Mr C Boyle to be co-opted onto the Management Committee and this was seconded by Ms C Meighan.</p> <p>Mr C Boyle will stand for election at the AGM in September.</p> <p>Committee agreed that Agenda Items 8 and 9 should be discussed prior to Agenda Item 4.</p>	
<p>1. Committee agreed that Mr N Thumath should fill the casual vacancy which arose due to Mr P Mann's resignation 2. Mr C Boyle was co-opted onto the Management Committee</p>		
2.	<p>Adoption of Minute of 17th May 2022 The minute of the meeting held on the 17th May 2022 was proposed as a true record by Mr A Scott and seconded by Mrs M O'Donnell.</p>	

3.	<p>Matters Arising from the Minute of 17th May 2022 No matters arising.</p>	
	<p>The Representative from Quinn's Internal Audit Services Ltd joined the meeting.</p>	
8.	<p>Presentation on the Anti-Social Behaviour Audit The Representative from Quinn's Internal Audit Services Ltd presented the findings on the Antisocial Behaviour Audit.</p> <p>The audit indicated a Second Level Assurance. There was overall sound system of controls in place but there were some weaknesses in the application of procedural requirements.</p> <p>Six Priority 2 recommendations and 2 Priority 3 recommendations were made.</p> <p>All recommendations made have been addressed or in the process of being addressed.</p>	
9.	<p>Presentation on the Payments and Payroll Audit The Representative from Quinn's Internal Audit Services Ltd presented the findings on the Payments and Payroll Audit.</p> <p>The audit indicated a First Level Assurance. Overall sound system of controls were in place but some minor weaknesses in the application of procedural requirements (or minor weaknesses in the formulation of the procedures).</p> <p>Two Priority 2 recommendation and 1 Priority recommendations were made.</p> <p>All recommendations made have been addressed or in the process of being addressed.</p>	
	<p>The representative from Quinn's Internal Audit Services Ltd left the meeting.</p>	
4.	<p>Use of Seal No Use of Seal</p>	
Committee agreed the Use of Seal		
5.	<p>Application for Membership XXXXXX</p> <p>Committee considered and agreed the application for membership. The Share Certificate to be signed by the Secretary and two committee members.</p> <p>The Corporate Services Office will issue the Share Certificate to the new member together with a copy of the Rule Book.</p>	
Committee considered and agreed the application for membership. Share Certificate and Rule Book to be sent to applicant.		
6.	<p>Notifiable Events None</p>	

<p>7.</p>	<p>Update on the Sheds The Director updated the Committee on the progress in relation to the sheds.</p> <p>A representative had been invited to this meeting but was unable to attend.</p> <p>Committee were advised that Reidvale Housing Association no longer wish to be involved with the project as a Transfer of Engagement had been proposed and they are in the process of working through this exercise.</p> <p>This has greatly changed the landscape of the project and the Director proposed that the representative is invited a meeting to discuss this. As there is no committee meeting in July, the Director asked if committee would prefer to arrange a separate meeting with the representative or would they prefer to invite him to the August meeting.</p> <p>After discussion it was agreed to invite the representative to the August meeting.</p>	
The Director to invite the representative to the August meeting.		
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Cover Report on Loan Portfolio Summary The Representative from FMD advised committee that the Association is required to submit this Loan Portfolio Return to the SHR annually. The attached return requires reviewing and prior approval by the Management Committee.</p> <p>Loan Port Folio Extract Noted.</p> <p>Loan Portfolio Return for Submission to SHR Committee reviewed and approved the Loan Portfolio Return. FMD to submit the return.</p>	
<p>11.</p>	<p>Cover Report for SHAPS DB Accounting to 31st March 2022 The Association participates in the SHAPS Defined Benefit Scheme. TPT Retirement Solutions (TPT) are the Scheme’s administrators and actuaries.</p> <p>TPT measure the Scheme annually at 31 March to ascertain (approximately) each participant’s share of assets and liabilities for their year-end financial statements.</p> <p>The Representative from FMD invited the Management Committee to consider and note item 1 of the report and attachment.</p> <p>The Representative from FMD invited Committee to consider and discuss Item 2 of the report.</p> <p>After discussion committee agreed to not disclose the figures in the financial statements due to possible low immateriality but to leave a note on the accounts.</p> <p>A discussion took place on cost implications for the Association in relation to increases in pension contributions. A committee member asked if salary</p>	

11.1	<p>sacrifice could be considered and was advised that this maybe something the Association could look at.</p> <p>The Director advised that a consultation paper had been released regarding Scheme benefits and the Association will contribute to this paper.</p> <p>SHAPS Disclosure Note Noted.</p>	
Committee agreed to not disclose figures in financial statements. Note to be left of accounts.		
12.	<p>Finance Update – Summer 2022 The Representative from FMD presented the report and asked committee to discuss and approve the report.</p> <p>Committee were advised the external audit is due for tender every 5 years. This summer will mark five years year since such an exercise was carried out.</p> <p>The Association normally appoints the external auditor at the AGM in September. It is proposed to extend the external auditors (AZETS) for another year after which the position can be reviewed again. AZETS have expressed their willingness to act as auditor for 22/23</p> <p>Committee approved this proposal.</p>	
Committee approved to extend the external auditors appointment for another year		
13.	<p>Business Plan Review Day The Corporate Services advised Committee of the plans for the Business Plan Review.</p> <p>Committee noted that the event will take place in the Raddison Blu in Glasgow on Saturday 30th July 2022 between the hours of 9.30am and 5.00 pm with dinner being served in the venue that evening.</p> <p>Committee and Staff will be issued with an Agenda and an itinerary prior to the event taking place.</p>	
14. 14.01	<p>Director’s Report Noted</p> <p>Decisions between meetings. At the meeting on 17th May Committee agreed to delegate authority to the office bearers and Director to discuss the role of the Asset Manager who has been fulfilling the role of Acting Director. Due to the Director being on a phased return and having a large number of annual leave days that require to be taken before the year end It has been agreed that the Asset Manager will continue in a depute role for the time being. This will be reviewed at the end of September.</p>	

<p>14.03</p>	<p>Reidvale Housing Association Following an Options Appraisal Reidvale Housing Association have sadly announced that they are seeking a Transfer of Engagements to another RSL.</p> <p>It was the intention to hold a meeting with Management Committee to discuss this and how it may impact MPHA. However, to date no further information has been released by Reidvale HA therefore it is unclear at this stage what the parameters are.</p> <p>It was agreed to delegate authority to the Director, the Office Bearers and a committee member to deal with any further information which may come in over the summer.</p>	
<p>14.05</p>	<p>Office Refurbishment No progress has been made due to inflated costs being received. It is the intention to look at this matter in more detail and bring proposals to the August meeting for Committee's consideration.</p>	
<p>14.06</p>	<p>Expenses – Mileage Allowance The Payments and Payroll Audit identified that the mileage allowance currently paid by the Association is out with the sector norm, and above the statutory amount allowed by HMRC. This creates a tax liability for the Association.</p> <p>After consideration Committee approved the recommendation to change the mileage rate to the statutory amount and the sector norm.</p>	
	<ol style="list-style-type: none"> 1. Reidvale Housing Association Delegated authority granted to the Chairperson, Vice Chairperson the Director and one other committee member to deal with this matter if anything happens before the Management Committee meeting in August. 2. Office Refurbishment - To be brought back to the August meeting as an Agenda Item 3. Committee approved the recommendation to change the mileage rate 	
<p>15.</p> <p>15.01</p> <p>15.02</p>	<p>AOCB</p> <p>Attendance at Meetings The Chairperson reminded everyone of the importance of submitting their apologies if they are unable to attend meetings.</p> <p>If it is identified that the meeting will not be quorate it gives staff the opportunity to advise committee members who can attend that the meeting cannot go ahead and reschedule the meeting.</p> <p>Training The Chairperson advised Committee of the importance of taking up any training offered wherever possible.</p>	

<p>15.03</p> <p>15.04</p>	<p>SHR are keen that all committee members take advantage of any courses offered as this gives committee the opportunity to gain, or refresh skills and expertise, which will sustain their effectiveness.</p> <p>However the Chairperson recognised that some committee members are unable to take up training for various reasons.</p> <p>Eviction Report The Senior Housing Officer presented the report.</p> <p>Committee were advised that prior to issuing the notice of proceedings which is the first stage in the legal process to recover a tenancy the Association completed all pre-action requirements (PARs) as prescribed by the Scottish Government.</p> <p>After discussion Committee agreed to proceed with the eviction once all the relevant paperwork has been received.</p> <p>Pension Consultation Director advised a Consultation Paper has been circulated to consider various aspects of scheme benefits with a timescale of July for submission.</p> <p>Given there is no committee meeting in July the Director requested that delegated authority be given to herself, the Vice Chairperson, FMD and Ms C Meighan to consider the consultation paper and submit completed consultation questionnaire.</p> <p>Committee agreed to this recommendation.</p>	
	<p>1. Committee agreed to proceed with the eviction 2. Committee agreed to delegate authority to the Director, The Vice Chairperson, the representative from FMD and a one other Committee member to consider the consultation paper and submit completed consultation questionnaire.</p>	
<p>16.</p>	<p>Date and Time of Next Meeting – Tuesday 16th August 2022 at 6.30pm The next meeting of the Management Committee will be held both in person and via Teams on Tuesday 16th August 2022.</p> <p>Committee members can choose whichever medium is convenient for them.</p>	

Signed

Date