

## MOLENDINAR PARK HOUSING ASSOCIATION LTD

### Minute of the Meeting of the Management Committee held remotely on Tuesday 23<sup>rd</sup> November 2021 at 6.00pm.

**Present:**

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

**In Attendance:**

Scott Rae (Acting Director)  
 Jayne Lundie (Corp Service Officer)  
 Representative (FMD))

Action
<p><b>1. Welcome, Apologies and Declaration of Interest</b>                      The Chair welcomed Committee and Staff to the meeting.</p> <p>A Standing Apology was received from Mr P Mann.</p> <p>A Declaration of Interest was received from the Chairperson under Agenda Item 17 - AOCB.</p>
<p><b>2. Adoption of Minute of 19<sup>th</sup> October 2021</b>                      The minute of the meeting held on the 19<sup>th</sup> October 2021 was proposed as a true record by Ms C Meighan and seconded Miss C McKinlay.</p>
<p><b>3. Matters Arising from the Minute of 19<sup>th</sup> October 2021</b>                      No matters arising.</p>
<p><b>4. Use of Seal</b>                      No Use of Seal.</p>
<p><b>5. Application/Removal - Membership</b>                      None</p>
<p><b>6. Notifiable Events</b>                      None.</p>
<p><b>7. Report on Rent Consultation</b>                      The Acting Director presented the report.</p> <p>Committee noted that Inflation in October 2021 was 4.2%. It was also noted that within Molendinar Park Housing Association's 30 year Plan we have currently allowed for inflationary price increases each year of inflation + 1% .</p> <p>A discussion took place the ramifications of increasing tenants rents by 5.2%, especially when RSL's in our peer group are proposing to increase rents by a maximum of inflation (4.2%). Committee agreed that a 5.2% increase would not be palatable to tenants in light of how inflation is affecting them across the board.</p>

7.1	<p>The rent restructure which was agreed at the October meeting was also discussed. At that meeting Option 1 was approved which meant that some tenants rents would be rising by £20 per month as from 1<sup>st</sup> April 2022.</p> <p>The question was asked if the inflationary increase would be incorporated into the extra £20, thereby ensuring that no tenant would have an increase in excess of £20.</p> <p>The Acting Director advised all tenants must pay the inflationary increase but in order that no tenant would pay more than £20 extra a month the matrix provided by North Star would have to be revisited to accommodate this. The timescale for full implementation of the rent harmonisation would have to be extended.</p> <p>It was agreed that FMD and the Acting Director should work on the matrix and bring the results back to the meeting on the 18<sup>th</sup> January 2022.</p> <p>Committee considered the report and agreed to send the rent consultation out to tenants proposing a 4.2% rent increase for the year 2022/2023.</p> <p>Any feedback received from the consultation will be provided to Committee at the meeting on 18<sup>th</sup> January 2021 meeting, allowing them to make an informed decision in advance of agreeing the rent increase for 2022/2023.</p> <p><b>Rent Consultation Document</b> Noted.</p>	
	<ul style="list-style-type: none"> <li>• <b>Committee agreed that there should be a rent increase of 4.2% as from 1<sup>st</sup> April 2022</b></li> <li>• <b>The Acting Director and FMD to revisit the Matrix provided by North Star and bring the results back to the meeting on 18<sup>th</sup> January 2023</b></li> <li>• <b>The Corporate Services Officer to send out the rent consultation document with the Newsletter.</b></li> </ul>	
8.	<p><b>OSCR Compliance Report</b> Committee noted and approved the OSCR Compliance Return which shows the Association is meeting all the standards set by OSCR.</p>	
9. 9.1	<p><b>Report and Equality Statement for Revision of Code of Conduct for Staff</b> Noted.</p> <p><b>Revision of Code of Conduct for Staff</b> Noted and agreed.</p>	
	<ul style="list-style-type: none"> <li>• <b>Committee considered and approved the Revised Code of Conduct for Staff</b></li> <li>• <b>Corporate Services Officer to send to staff for acceptance and signature</b></li> </ul>	
10. 10.1	<p><b>Report and Equality Statement for Revision of Gifts and Hospitality Policy</b> Noted.</p> <p><b>Revision of Gifts and Hospitality Policy</b> Noted and agreed.</p>	
	<ul style="list-style-type: none"> <li>• <b>Committee considered and approved the Revised Gifts and Hospitality Policy</b></li> <li>• <b>Corporate Services Officer to send to staff and committee for acceptance and signature</b></li> </ul>	

<p>11.</p> <p>11.1</p>	<p><b>Narrative Report for Management Accounts</b> Noted.</p> <p><b>Quarterly Management Accounts</b> The representative from FMD presented the accounts.</p> <p>It was noted that the Association’s financial position remains stable. Cash balances at the period end are in line with the Budget.</p> <p>Presently, although the UK is still being affected by Covid-19, lockdown restrictions were mostly removed during August. The return of restrictions has not been ruled out in case public health worsens. We continue to monitor the early and signs of impacts on the Association’s finances.</p> <p>Committee did not raise any questions in relation to the presentation of the Accounts.</p>	
<b>Committee considered and approved the Quarterly Management Accounts</b>		
<p>12.</p>	<p><b>Building Insurance Update</b> Noted.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p><b>Treasury Management Loans Agreements Report</b> The representative from FMD presented the report.</p> <p>Earlier this year in May 2021, NBS issued a letter to the Association to start the process of moving the Association’s two loans facilities from LIBOR to SONIA due to LIBOR’s imminent discontinuation from the market by 31 December 2021.</p> <p>Initially, the letter set out two options for SONIA: 1) SONIA Term Rate 2) SONIA Compounded rate. After corresponding with NBS over the summer they then advised in Mid-October 2021 (via email) that the Association also has a 3rd option of moving onto a BASE rate link rather than SONIA.</p> <p>The Association is progressing with OPTION 2) SONIA Compounded rate since this is the default rate preferred by the Bank of England working group.</p> <p>For additional due diligence, the Association engaged TC Young on 21 October 2021 to review the cover letter and the new amendment agreements, current loan agreements and liaise with NBS regards producing a final version – if there were any material concerns.</p> <p>TC Young have not yet concluded their liaison with NBS for the Association (and their other RSL clients) therefore the agreements are currently in draft form.</p> <p>Notwithstanding, NBS require the Association to sign and issue these back to them before the discontinuation of LIBOR. Therefore since this is the last committee meeting of 2021, TC Young have drafted up a style of <b>board minute</b> to allow the agreements to be approved subject to any revisions after the meeting.</p> <p><b>Sonia Amendment Agreement</b> Noted.</p> <p><b>Libor Transition Covering Letter</b> Noted</p>	

13.3	<b>Extract of Minute</b> Noted	
	<b>Committee were asked to:</b> <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the draft agreements subject to any changes effected with TC Young</li> <li>• <b>NOMINATE &amp; APPROVE</b> two Committee Members to sign the final agreement on behalf of the Committee. Andy Scott and Caroline McKinlay sign.</li> </ul>	
	The representative from FMD left the meeting.	
14.	<b>Chair's Report from Services Sub Committee Meeting on 9<sup>th</sup> November 2021</b> Noted.  Committee ratified the decision of the Sub-Committee to the allocation of two void properties to Glasgow City Council for the purpose of rehousing people under the Afghan Resettlement Scheme.	
14.1	<b>Minutes of Services Sub Committee Meeting of 3<sup>rd</sup> August 2021</b> Noted.	
	<b>Committee ratified the decision of the Sub-Committee to the allocation of two void properties to Glasgow City Council for the purpose of rehousing people under the Afghan Resettlement Scheme.</b>	
15.	<b>Acting Director's Report</b> Noted.	
15.1	<b>Staffing</b> Confidential Request. Committee denied the request.	
15.4.	<b>Temporary Posts</b> Posts currently being covered by temporary members of staff should be advertised as soon as possible with the hope to have permanent staff in place by the start of the new financial year.  <b>Contribution to cost of lenses</b> Two members of staff asked what the Association's policy is in regard to contributing towards new lenses for their glasses. Both these members of staff have indicated that the lenses required are occupational lenses which are more expensive.  The Association does not have a policy on this but in the past a contribution has been made. On making enquires with other RSL's it appears that the sector norm is to contribute up to a maximum of £95 – which is what EVH advise in their terms and conditions.  Committee agreed that a contribution should be made and that the Acting Director should liaise with Mentor to have this included in the Employees Handbook  <b>CIH Membership</b> The Temporary Senior Housing Officer is a member of the Chartered Institute of Housing. There is an annual membership fee and has asked if the Association would be willing to pick up this cost for the year 2021/2022.	

	It was agreed that the Association should pay the membership fee with the proviso if the member of staff leaving during the period the fee was paid for a percentage should be paid back.	
	<ul style="list-style-type: none"> <li>• <b>Committee refused the Confidential request</b></li> <li>• <b>Committee agreed that the Association contributes to lenses and a policy be adopted reflecting this decision.</b></li> <li>• <b>Committee agreed that the Association should pay the CIH membership fee with the proviso if the member of staff leaving during the period the fee was paid for a percentage should be paid back. A policy to be adopted reflect payment of fees.</b></li> </ul>	
16.	<b>SICS Return</b> Noted.	
17.	<b>AOCB</b>	
17.1	<p><b>Code of Conduct for Governing Body</b> The Corporate Services Officer advised that the Association's IT Department had sent an e-mail to all committee members asking that they read and return the Code of Conduct. There is a box at the end of the document which should be clicked which gives an audit trail that members have agreed to the Code of Conduct .</p> <p>It was noted that as Committee members had not received this the Corporate Services Officer will contact the IT Department to have it sent again.</p>	
17.2	<p>The Chair thanked all committee members and staff for all their hard work and commitment during this exceptionally difficult year. He wished everyone a Merry Christmas and a Happy New Year</p> <p>The Chairperson left the meeting, and the Vice Chairperson took the Chair.</p>	
17.3	<p><b>Request for Donation</b> A request for a donation from St Anne's School has been made</p> <p>A discussion took place on the merits of the Association contributing to local schools etc.</p> <p>It was agreed that it is important to support the local community, therefore it was agreed a donation of £100 should be made.</p>	
	<b>Committee agreed to donate the sum of £100 to St Anne's School</b>	
	<p><b>Date and Time of Next Meeting – Tuesday 18<sup>th</sup> January 2022 - 6.00pm</b> The next meeting of the Management Committee will be held remotely on Tuesday 18<sup>th</sup> January 2022.</p>	

Signed .....

Date .....