

## MOLENDINAR PARK HOUSING ASSOCIATION LTD

### Minute of the Meeting of the Management Committee

held remotely and in MPHA Offices

on Tuesday 21st February 2023, 6.30pm

#### Present:

F Sheeran	Chairperson
C McKinlay	Vice-Chairperson
C Boyle	Committee Member
M Johnston	Committee Member
M O'Donnell	Committee Member
C Peacock	Committee Member
C Meighan	Committee Member
S Moore	Committee Member
A Scott	Committee Member
N Thumath	Committee Member
A Wood	Committee Member

#### In Attendance:

Julie Smillie  
Scott Rae  
Beth Anderson  
FMD  
Susan Paton

#### Staff

Director  
Asset Manager  
Finance Officer  
Finance Agent  
Corporate Services Officer  
(Minutes)

#### In Attendance:

Representative

#### Others

Meat Market Regeneration  
Project

The meeting is quorate.

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#### 1. Welcome, Apologies and Declaration of Interest

All present.

#### 2. Progress on Sheds

The Chair welcomed Representative of the Meat Market Regeneration Project to the meeting. The Committee heard an update on the progress of the project since the last update in October 2022. Funders have been approached and potential users are being consulted. A Trust is in the process of being set up as a SCIO and a Community Interest Company has been set up as a regeneration vehicle. MPHA were invited as a community anchor on to the Trust Board.

The Director asked the representative if there was any financial impact or risks envisaged by this project to MPHA. The Representative responded that there is no expectation of financial contributions or risks for MPHA.

The Chairperson agreed to sit on the Board of the newly formed Trust. The Chair and the Director will discuss support of the Meat Market Regeneration Project.
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#### 3. Adoption of Minutes of Meeting held on 17th January 2023.

The minute of the meeting held on the 17<sup>th</sup> January 2023 was proposed as a true record by N Thumath and seconded by A Scott.

#### 4. Matters Arising from Minute of 17th January 2023.

There were no matters arising.

**5. a) Adoption of the Confidential Minute of the meeting held on 30th January 2023**

The minute of the meeting held on the 30<sup>th</sup> January 2023 was proposed as a true record by C McKinlay and seconded by C Meighan.

The Committee noted that S Moore was unaware of the meeting. After discussing it with the Chair actions have been put in place to ensure that S Moore is informed of any special meetings outwith the usual committee meeting cycle.

**b) Notes of the Working Group meeting of 26th January 2023**

The Chair apologised for the late circulation of the meeting notes. Committee can expect these to be circulated in the next week.

**6. Matters Arising from Minute of 30th January 2023.**

One confidential Item Redacted.

**7. Applications for Membership**

None.

**8. Use of Seal**

None.

**9. Update on Complaint**

**a) Heating System at Moore Street**

The Asset Manager updated that an independent survey has been commissioned (under delegated spend threshold). Hulley and Kirkwood will be carrying out a survey on the heating system, looking at electricity usage and sample bills. Once the report is received, a further meeting will be sought with the tenants of Moore Street and their representatives at Living Rent.

The Committee noted the appointment of Hulley and Kirkwood.

**10. Committee Digest**

The Committee noted the contents of the report.

The Corporate Services Officer confirmed the dates for the Annual Review with L Ewart.

The CSO will send out invites to the committee induction training to all Committee.

S Moore will join the Services Sub Committee to strengthen numbers.

**11. Draft Budget**

The Finance Agent from FMD reported to committee on the Draft Budget. The budget takes account of the existing business plan and any known changes required to date. The Committee noted the assumptions that the draft budget has been prepared with, the budgeted statement of comprehensive income, the budgeted statement of financial position. The Committee also noted that the draft budget assures that covenants are met and Committee noted the SHR KPI position.

The Finance Agent will present the final budget to the Management Committee at the March 2023 meeting.

## **12. Quarter 3 Management Accounts**

The Finance Officer reported Committee noted the Statement of Comprehensive Income. Rental Income is on track year to date for Q3. There have been fewer voids and demand for stage 3 medical adaptations are down, therefore there will be an underspend on claimed work. This should pick up in Q4 with further works being carried out.

The Committee noted that there was higher reactive maintenance spend due to bulk uplifts, void works, additional garden and slabbing works. This higher spend will likely to be permanent overspend for year.

Timing difference with costs within Cyclical Maintenance, has created a positive variance in expenditure, this is anticipated to fall into final quarter of year once programme confirmed.

Major Repairs saw a negative variance in Q3 due to Drakemire Warden Call System which was carried over from 21/22 due to contractor issues.

There was a negative variance in staffing due to an overlap of new staff starting with exiting staff.

There was higher postage costs this quarter due to newsletter, annual report, equalities monitoring and landlord report. Also, letterhead and compliments slips printed which will even out over year.

An unbudgeted strategy day and job advert for CS Officer as well as Business Planning Day lead to higher unplanned spend costs. The expenditure for the Radio Clyde Cash4Kids money was posted here this is offset by income in one off income line.

Legal & Professional Fees were overspent due to fee for a building warrant and L Ewart (Consultant) for services associated with business planning day.

Consultancy Costs – Bulk of year end work fell into Q1 and early Q2 as well as unbudgeted work reviewing a Confidential proposal carried out partially in December.

The Finance Officer reported on the Statement of Financial Position. The Tangible Fixed Assets were down due to increase in depreciation charges being greater than component additions. The Net Pension Liability past service deficit now expected to be £nil as PSD payments have ceased.

The Cashflow has been updated to take account of underspends in maintenance etc which are planned for later in year. The loan repayments have also been updated in line with the new agreement.

The Finance Officer reported that all covenants were complied with in Q3.

KPIs were noted. Reactive repairs had a higher per unit spend and cyclical and major repairs were lower than national average due to underspend year to date.

**13. Services Sub Committee 7th February 2023 Chairperson's Report**

The Chair of the Services Sub Committee asked Committee to note the report and referred the Damp and Mould policy to the management committee for consideration.

**14. Damp and Mould Policy Report and Policy and Procedure (New Policy)**

The Asset Manager referred to the new policy. The Committee discussed the importance of the new policy and the approach the Association will take in identifying, treating and aftercare of identified damp and mould.

The Committee approved the Damp and Mould Policy. This policy will next be reviewed in February 2026.

**15. Director's Report**

The Director referred to the report in the papers.

M O'Donnell and C McKinlay have indicated that they're interested in attending the GWSF open forum meetings.

The Committee noted the updated on the moratorium on evictions has been extended to September 2023.

The Director requested that Committee discuss and decided on the staff sabbatical request.

After discussion about weighing up business needs with being an accommodating employer, the Committee decided to grant the 6 month sabbatical to the staff member in question.

The Director updated that the business plan was being drafted for and will be brought back to Committee for approval in due course.

The office refurbishment design competition will be judged by A Scott, F Sheeran, C Peacock and C McKinlay. The Asset Manager will contact the College for dates of when to attend.

Committee agreed to a 30<sup>th</sup> anniversary working party being established headed up by the Corporate Services Officer with N Thumath, C McKinlay and another staff member.

The Director will ask the financial agent to make accommodations in the budget for the celebration.

**16. Cost of Living Discussion**

The Corporate Services Officer led this item. It was noted that staff had been considering where savings could be made internally. Committee discussed this, including suggestions of office heating, printing costs, using digitised forms. It was noted that some cost saving items may also help us closer meet future net carbon zero targets too. Committee and staff will continue to discuss ways in which to save money in the coming months.

**17. AOCB**

*A Scott, C McKinlay, C Peacock, M O'Donnell, S Moore, M Johnston declared an interest in this item due to direct financial gain.*

The Director reported that further funding had been granted for SFHA Winter Hardship Fund award of £25,000 among our social rented tenants.

The Committee agreed to combine both funds together and make individual payments of £150.00 per tenant. The remainder of the fund will be kept for those in extreme hardship which will be allocated as a discretionary fund by the Housing Management team.

The Director said that other RSLs had discretionary funds/common good funds that were made up of staff contributions, fundraising efforts and Committee match-funding. As hardship is a growing problem amongst our tenants there will be more need to find novel ways to find assistance for our tenants who are in extreme hardship.

**18. Date and Time of Next Meeting –**

The Chair thanked all attending. The next meeting will be longer as it will have the budget to decide. Please pass questions on the budget for the Finance Agent in advance to the Corporate Services Officer.

The next meeting will be held on Tuesday 21st March 2023 at 6.30pm.

The Meeting Closed at 8.10pm.

**Signed**.....

**Dated**.....