

## MOLENDINAR PARK HOUSING ASSOCIATION LTD

### Minute of the Meeting of the Management Committee

held remotely and in MPHA Offices

on Tuesday 21<sup>st</sup> March 2023, 6.30pm

#### Present:

F Sheeran  
C McKinlay  
C Boyle  
A Wood  
M O'Donnell  
C Peacock  
C Meighan  
S Moore  
N Thumath

Chairperson  
Vice-Chairperson  
Committee Member  
Committee Member  
Committee Member  
Committee Member  
Committee Member  
Committee Member  
Committee Member

#### In Attendance:

Julie Smillie  
Scott Rae  
Susan Paton  
FMD

#### Staff

Director  
Asset Manager  
Corporate Services Officer  
(Minutes)  
Finance Agent

The meeting is quorate.

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

A Scott, M Johnston and B Johnston have put apologies in.  
The Asset Manager declared an interest under item 15.

#### 2. Adoption of Minutes of Meeting held on 17th February 2023

The minute of the meeting held on the 21<sup>st</sup> February 2023 was proposed as a true record by C Meighan and seconded by S Moore.

#### 3. Matters Arising from Minute of 17th February 2023

The Chairperson updated that there was a first meeting of the Trust for the regeneration of the Sheds, unfortunately due to a communications error he was not invited. The Chair will meet with P Flynn to discuss progress and report back to management committee with an update when available.

#### 4. a) Notes of the Working Group meeting of 26th January 2023

The Chair apologised about the late circulation of this minutes. He will pass them to the Corporate Services Officer for distribution.

#### 5. Applications for Membership

None

#### 6. Use of Seal

None

## **7. Committee Digest**

The Committee noted the CSO's report. They noted that the committee induction training went well and noted the training opportunities that are available for Committee. The Committee annual reviews dates are in the diary.

## **8. Risk Management Report & Register**

The CSO informed Committee that there was a risk internal audit being carried out this week and staff and committee training on risk management and the risk register will be carried out in due course.

The Chairperson reiterated the importance of risk management to the Association and said that Committee and Staff should be considering risk every day. The responsibility for managing risk lies with the Committee.

The Committee discussed the risk register. A committee member suggested that lone working should be added and recommended that the Association approach the Suzy Lamplugh Trust for staff training.

The CSO reported that the risk register will be brought to committee quarterly. The Committee noted and approved the risk register.
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## **9. Final Budget**

The Finance Agent presented the final budget to the Committee.

This follows on from Committee agreeing a draft budget that was presented to the Management Committee in February 2023.

These changes and their effects on the projected surplus of £379,596 surplus include:

SO Building Insurance adjustment of £1,915, Budget for 30th Birthday Celebration of £2,000, increase in GCC Stairlighting costs of £1,024 in the cyclical maintenance budget and Insurance which has an estimated increase by Insurance Broker of £13,381. This now brings the final budgeted surplus down by £14,490 to £365,104.

The Management Committee approved the final budget for 2023/2024.
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## **10. Financial Regulations**

The Finance Agent presented the financial regulations policy to Management Committee. The Committee noted the changes that have been made to update the policy to take into account the new SFHA Model rules that were adopted and includes up to date internal controls.

The Committee approved the financial regulations policy and report (with change to the numbering for clarity)
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The financial agent also updated Management Committee on the financial impact of the insurance renewal. The renewal information was circulated to Committee before the meeting.

The Director reported that the increase in insurance premiums and the in excess costs are a sector wide issue with some RSLs not being able to secure insurance for their businesses at all. The Insurance Broker has been able to secure a deal for either 12 months or 3 years.

After consideration, the Committee unanimously agreed to take the 3-year Insurance deal.

### **11. 30th Anniversary Working Group**

The CSO updated Committee that the working group had met before the committee meeting. The budget for the 30<sup>th</sup> anniversary celebrations has been agreed. The working group will report to Committee and ideas and support will be sought across the Committee and Staff team. A committee member suggested that the Committee should consider doing a fundraising exercise for a local good cause, such as the Foodbank.

The committee agreed to consider contributing to the 30<sup>th</sup> Anniversary celebrations by doing something together for charity.

### **12. Annual Report on Active shareholding Members**

The CSO presented the report on the active shareholders. There are currently 52 active members, with 40 being tenants, 8 others and 4 owner occupiers.

The Management Committee noted the annual active shareholding report for monitoring purposes.

### **13. Training and Development Policy Report and Policy**

The CSO presented the policy update. This policy sets out how the Association will approach staff and committee training and development. The policy includes an equalities impact assessment.

The Management Committee approved the Training and Development Policy and agreed to review this in 2026.

### **14. Director's Report**

The Director updated the Committee on her report.

Hulley & Kirkwood have been instructed to carry out an independent investigation into the Moore Street tenant's complaint about their heating system. The Director updated that they have had a poor response from

residents to provide their energy bills, which will be used to assist the consultants in understanding energy usage. There has also been evidence that some properties have taken storage heaters out, this may make the investigation harder to conclude. If there is a continued poor response then the Director will approach the tenants and their representatives at Living Rent to encourage more participation in this evidence gathering.

The Business Plan had been due to be reviewed this year and despite the Committee agreeing to a further year extension, the Director believes that the work can be carried out sooner and is therefore asking for 3-month extension with the proposed business plan coming to management committee in June.

It was agreed that the Business Plan will be brought to the Committee in June for approval. Management committee also agreed that a working group should be set up of Staff and management Committee. Interested Committee members should inform the CSO if they wish to join the working group.

#### **15. Staffing – Confidential**

*The Asset Manager left the room due to a conflict of interest.*

The Director seeks approval from the Management Committee to look at the role of the Asset Manager.

#### **Confidential Staffing Information Redacted**

The Director is seeking Committee approval to explore how his role within MPHA could be formalised within the business planning process, which will look at staff structure.

The Committee unanimously approved the Director's request to look at the Asset Manager's role and a report will come back to Committee with recommendations for discussion and decision.

*The Asset Manager returned to the meeting.*

#### **15. AOCB**

The Chair updated Committee on a complaint that was upheld from the residents at Moore Street about soffits and veranda repairs. This work is now being accelerated at no cost to the owners.

#### **16. Date and Time of Next Meeting**

Tuesday 18th April 2023 at 6.30pm