

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 18th October 2022 at 6.30pm.

Present:

Mr F Sheeran (Chairperson)
Ms C McKinlay (Vice Chairperson)
Mr C Boyle (Committee Member)
Ms C Meighan (Committee Member)
Mr S Moore (Committee Member)
Mrs M O'Donnell (Committee Member)
Mr C Peacock (Committee Member)
Mr N Thumath (Committee Member)
Ms A Wood (Committee Member)
Ms M Gunn (Co-optee)

In Attendance:

Julie Smillie (Director)
Scott Rae (Asset Manager)
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>He also welcomed Ms M Gunn to the meeting. Ms Gunn had attended the meeting in September as an observer and has now confirmed that she wishes to be co-opted onto the management committee with a view to being elected as a committee member at the next AGM.</p> <p>Mr F Sheeran proposed Ms M Gunn as a Co-optee and Mr S Moore seconded the proposal.</p> <p>Apologies were received from Mr B Johnston, Mr M Johnston and Mr A Scott.</p>
	Mrs M Gunn was proposed and seconded as a co-optee
2.	<p>Adoption of Minute of 27th September 2022 The minute of the meeting held on the 27th September was proposed as a true record by Ms S Meighan and seconded by Ms C McKinlay.</p>
3.	<p>Matters Arising from the Minute of 27th September 2022</p> <p>a) Training The Director reminded committee that a training session facilitated by Mentor will take place on Tuesday 1st November 2022 at 6.00 pm.</p> <p>She advised that a further training session was due to take place on 9th November facilitated by the Governance Consultant. However, after discussion with the Governance Consultant regarding the review of the Association's Business Plan it was felt that this training session could be incorporated into the Business Plan Review.</p>

	<p>After discussion committee agreed that a Business Plan Review Day should be arranged for the last week in November, preferably on a weekday. Training to be incorporated in the Agenda.</p> <p>The Director will liaise with the Corporate Services Officer to arrange this event.</p> <p>b) Sale of Land to Thenue The Asset Manager advised that the Association's solicitors have drawn up the paperwork relating to the sale of the land.</p> <p>Committee approved the sale of the land and the Chairperson will sign off the paperwork.</p>
	<p>a) Committee agreed to the Business Plan Review Day to take place last week in November. Committee training to be incorporated into the Agenda.</p> <p>b) Committee approved the sale of land to Thenue. Chairperson to sign off on paperwork</p>
4.	<p>Use of Seal No Use of Seal.</p>
5.	<p>Application for Membership No applications received.</p>
6.	<p>Notifiable Events None.</p>
	<p>The Chairperson proposed moving Finance to be the next item on the Agenda. Committee agreed to this proposal.</p>
	<p>Finance</p>
8.	<p>Finance Update Report The Representative from FMD presented the report.</p> <ul style="list-style-type: none"> • Bank – (RBS) Time Deposit NBS 95 Day Saver Deposit successfully closed and £700k on deposit with RBS for 12 months to October 2023 at a rate of 4.05%. • Loan – NBS – Increasing variable rates The Association agreed to fix loan 590084/625845 - £1.05M at September's meeting. NBS were immediately approached for refreshed quotes as these are changing frequently. <p>A question was asked by a Committee Member at the September meeting on the length of the fix – we now have confirmation from NBS that we can fix on periods even less than the 10 Year period they quoted.</p> <p>NBS have given updated quotes for 5 Year and 10 Year periods and the current quotes as at 30 September is :</p> <ul style="list-style-type: none"> • 5 Year Fix = 5.025% - updated rate of 5.1% now quoted • 10 Year Fix = 4.565% - updated rate of 4.8% now quoted <p>After discussing the options given and the merits of delaying any decision for two or three weeks to see if the rates come down it was unanimously agreed that it would be</p>

better to accept the quote of a 5 Year fix at 5.1%. This will ensure fiscal certainty and prudence for the next five years.

Committee agreed to delegate authority to the Director and FMD to implement the 5 Year fix at 5.1%. The Association 's solicitors will look over the paperwork before signing off.

Nationwide have asked for a current list of approved signatories before they can proceed. It was proposed the following committee members be approved as signatories:

Frank Sheeran / Caroline McKinlay / Andy Scott / Brian Johnston for full signatory purposes.

It was also proposed that the Director would also be added in her capacity as Secretary.

Committee agreed to the above proposals.

- **Pension - SHAPS DB Scheme Benefits Changes – CARE**

Correspondence from SHAPS advised that any changes will now apply from 1 April 2024.

- **Rent Freeze**

At this point the Director requested that Committee consider how the Association should move forward with regard to the Rent Consultation for 2023/2024, taking into account the Rent Freeze imposed by the Sottish Government up until 31st March 2023.

Inflation is currently running at 9.9%. GSWF is carrying out a rent consultation to ascertain the sectors feeling on what level of increase should be implemented. A figure of 5% has been suggested but the result of the consultation is not yet known.

The Director recommended that the Association's rent consultation should go ahead as normal so we are in a position to go ahead with a rent increase of 5% as at 1st April 2023 when the rent freeze has ended.

It may well be that the Scottish Government will extend the rent freeze and if that is the case then the Association will have to look at how we continue to fund services, ie either by cutting back on major repairs or dipping into cash reserves. It was noted that if rent are increased by 5%, which is under the rate of inflation, savings will still have to be made.

Committee unanimously agreed to press ahead with the rent consultation using a 5% increase. The Representative from FMD was asked to prepare a budget with Plan A and Plan B so the Associations is prepared for any eventuality

Another factor to be considered is the rent harmonisation which started from April 2022 and was due to take place over a number of years. The Director stated that it would be difficult for the Association to expect some tenants to not only have a rent increase of 5% but also have a rent harmonisation increase at the same time.

She recommended that the rent harmonisation should be put on hold until the economic

	<p>situation is more stable. The Association’s lawyers have been consulted regarding this and there is no legal impediment to do so.</p> <p>Committee agreed to put the rent harmonisation on hold for the foreseeable future.</p> <p>Pay negotiations were also discussed and it was agreed that even though the Association does not subscribe to EVH we should await the outcome of the pay negotiations within the sector before making any decision regarding this matter.</p> <p>Finally, it was agreed to defer the November meeting until the 22nd November 2022 so the Association is in a position to make a decision based on the CPI figure which will be released on 16th November.</p>
	<ul style="list-style-type: none"> • Committee agreed to delegate authority to the Director and FMD to implement the 5 Year fix at 5.1%. The Association’s solicitors will look over the paperwork before signing. • Committee agreed to the proposed signatories • Committee agreed to proceed with the rent consultation based on an increase of 5% • Committee agreed to put the rent harmonisation on hold for the foreseeable future • Committee agreed to await EVH Pay Negotiation outcome before making a decision on pay. • Committee agreed to defer the November meeting until 22nd November
	<p>Governance</p>
7.	<p>Assurance Statement. Committee was advised that the Scottish Housing Regulator requires all RSLs provide an Assurance Statement from Committee confirming that the Association is compliant with the seven standards of the Regulatory Framework between April and October each year.</p>
7.1	<p>Assurance Presentation The Director presented the seven standards and requirements which the Association must meet to ensure that the organisation complies with the relevant requirements of Chapter 3 of the Regulatory Framework. A comprehensive evidence bank is built over the year to give Committee assurance the Association is compliant.</p>
7.2	<p>Revised Action Plan Committee notes the Revised Action Plan showing the progress made since last year.</p>
7.3	<p>Draft Assurance Statement After discussion it was agreed that the Assurance Statement confirming that the Association is meeting the standards and requirement should be signed by the Chairperson and returned to the Scottish Housing Regulator.</p>
	<p>Committee approved the Assurance Statement and agreed that the Chairperson should sign the document and return to the SHR.</p>
	<p>Procurement Update</p>
9.	<p>Open Space Contract Proposal Report The Asset Manager presented the report.</p>

The Association is required to go out to tender for the open space maintenance contract and a consultant is required to draw up the site plans and specification pre-contract works. IAS Landscape Management & Design Ltd have provided a quotation for the works. The Association has worked with this company in the past when it produced the original drawings at the time of the stock transfer from Scottish Homes.

A breakdown of the fee proposal is attached for consideration and approval. The contract can be issued as a direct award under the specialist service heading of the procurement policy. Our original landscape drawings were drawn up by IAS who still hold them. This instantly attracts a saving when putting the contract out to tender.

Committee agreed to award the contract to IAS Landscape Management & Design Ltd for a five year period.

9.1 Open Space Contract Proposal Appendix
Noted.

Committee agreed to award the contract to IAS for a five year period.

General

10. Director's Report
Noted.

4.1 Decisions between Meetings

Electric Contract

Office Bearers were asked to consider the Association's electric contract as our current contract comes to an end at the end of November 2022.

Citrus Energy Ltd normally negotiate the contract and they advised prices are changing daily making it difficult for staff to agree on a fixed rate to bring to Committee for approval. Two contracts have been agreed from 1st December 2022 and 1st June 2023 running for six months each. The overall cost of the contracts are as undernoted.

Quoting Supplier	MPRN/MPAN	Term	Weekday Rate / kwh	Standing Charge	Total Annual Cost	Savings	Term Savings
SSE	Various	6	Various	Various	£83,470.67	£75,581.37	£37,790.69
SSE (Choice)	Various	6	Various	Various	£59,163.60	£99,888.44	£49,944.22

Committee were advised that the Association is awaiting confirmation from the government what the discounted rates will be which will affect the wholesale price at the time of signing.

Committee agreed that this was the best option and were happy with the decision made.

11. The Money House Glasgow - MY BNK

The Chairperson gave an insight of what the above organisation do. The aim of the project is to rehouse young people and help them achieve tenancy sustainment.

The Chairperson proposed to invite a delegation from the organisation to come along to a committee meeting to give more information on how the Association can become involved in giving specific allocation rights for younger people to access the housing ladder.

	<p>The Director advised that while the Association is invested in tenancy sustainment and helping young people to access housing any organisation involved in nomination rights must be named in the Association's Allocation Policy.</p> <p>The Chairperson went on to say how successful the project had been and pointed out the impact the organisation is having.</p> <ul style="list-style-type: none"> • 32% reduction in young people failing to keep up with priority payments • Up to £2.92 social value for every £1 spent • Less than 1% of attendees facing eviction <p>After discussion it was agreed in principal that the Association should take a two pronged approach.</p> <ul style="list-style-type: none"> • Presentation to be made by My BNK to the Management Committee Jan/Feb • Review Allocation Policy to facilitate allocation rights for younger people <p>12. Schedule of Meetings Noted.</p> <p>13. Christmas Closure Arrangements Noted.</p>
	<p>14. AOCB</p> <p>The Director advised Committee that this would be the current Corporate Services Officer's last meeting. The new Corporate Services Officer commenced employment on 10th October 2022 and will be responsible for all corporate services functions from now on. Jayne will remain in post until mid-November to ensure a smooth handover.</p> <p>The Director and Committee thanked Jayne for stepping in over the past two years, especially for her help and assistance to the Asset Manager during her illness.</p> <p>Jayne responded by thanking Committee and the Director for their kind words.</p>
	<p>Date and Time of Next Meeting – Tuesday 22nd November 2022 at 6.30pm</p> <p>The next meeting of the Management Committee will be held both in person and via Teams on Tuesday 22nd November 2022.</p> <p>Committee members can choose whichever medium is most convenient for them.</p>

Signed

Date