

## MOLENDINAR PARK HOUSING ASSOCIATION LTD

### Minute of the Meeting of the Management Committee held remotely on Tuesday 28<sup>th</sup> September 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)  
**Mrs M O'Donnell** (Committee Member)  
**Ms A Woods** (Committee Member)

**In Attendance:**

Scott Rae (Acting Director)  
 Jayne Lundie (Corp Services Officer)

Action
<p><b>1. Welcome, Apologies and Declaration of Interest</b>                      The Chair welcomed Committee and Staff to the meeting.</p> <p>Apologies were received from Mr P Mann and Ms C Meighan.</p> <p>The Chairperson introduced Mr N Thumath who was attending the meeting as an observer with a view to being co-opted onto the Management Committee at the October meeting.</p>
<p><b>2. Adoption of Minute of 17<sup>th</sup> August 2021</b>                      The minute of the meeting held on the 17<sup>th</sup> August 2021 was proposed as a true record by Mrs M O'Donnell and seconded Mr F Sheeran.</p>
<p><b>3. Matters Arising from the Minute of 17<sup>th</sup> August 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>                      The Corporate Services Officer advised the undernoted was removed from the shareholders list as she had left the area with no forwarding address.</p> <p>Xxxxxxxx                      xxxxxxxxx</p>
<p><b>6. Notifiable Events</b>                      Noted. The Chairperson advised committee that the SHR had closed the case.</p>
<p><b>7. Post SGM/AGM Report</b></p> <p><b>SGM</b>                      The SGM was deferred due to a quorum not being achieved. In accordance with the Association's rules the meeting was rescheduled to be held on Tuesday 21<sup>st</sup> September 2021 at the same time and venue.</p> <p>The Shareholding Membership considered and approved the Rule Change.</p>

The Corporate Services Officer has arranged for the Association's solicitors to forward the appropriate documentation to the Financial Conduct Authority. They will also contact SHR advising them of the approval of the rule change.

### **AGM**

The AGM was deferred due to a quorum not being achieved. In accordance with the Association's rules the meeting was rescheduled to be held on Tuesday 21<sup>st</sup> September 2021 at the same time and venue

MPHA's Rules provide that the Management Committee can have up to fifteen members, including co-optees.

Under Rule 39.1 requires one third of the elected membership to stand down at each AGM.

Under Rule 39.2 those required to seek re-election are those who have served the longest on the Committee since the date of their last election.

Under Rule 39.2 those standing down are Mr B Johnston, Mr P Mann and Ms A Wood.

Under Rule 39.3 Committee members must also retire if they have been co-opted onto the Committee under Rule 42.1.

Under Rule 39.3 – Rule 42.1 Mr C Peacock – co-optee - stated his intention to stand for election by completing a nomination form.

Continuing members of the Management Committee are:

- Andrew Scott
- Brian Johnston
- Margaret O'Donnell
- Frank Sheeran
- Angela Wood
- Paul Mann
- Catherine Meighan
- Miss C McKinlay
- Mr M Johnston

Mr B Johnston, Mr P Mann and Ms A Wood stood for re-election to the Management Committee. No further eligible nominations were received from the shareholding membership, therefore Mr B Johnston, Mr P Mann and Ms A Wood were elected unopposed.

Mr C Peacock was elected as co-optee at the Management Committee Meeting in June 2021. He stood for election to the Management Committee. No further eligible nominations were received from the shareholding membership; therefore, Mr C Peacock was elected unopposed.

This will bring the elected membership of the Management Committee to ten.

<p><b>7.1</b></p>	<p><b>Election of Office Bearers</b>  The positions of Chair and Vice-Chair are held by elected members of the Management Committee. Mr A Scott was elected as Chair in 2018 and Mr F Sheeran was elected a Vice-Chair in September 2020. The Rules restrict the Chairperson’s maximum term of office to five years but there is no limit on the term for the Vice-Chair. Both positions are subject to annual election.</p> <p>The Chairperson handed the Chair to the Director who invited nominations for Chair.</p> <p>Mr Scott was nominated as Chair by Miss C McKinlay and seconded by Ms A Wood. No other eligible nominations were received; therefore Mr Scott was elected unopposed.</p> <p>The Director handed the Chair to Mr A Scott.</p> <p>The Chair invited nominations for Vice Chair.</p> <p>Mr F Sheeran was nominated as Vice Chair by the Mr A Scott and seconded by Ms A Wood. No other eligible nominations were received; therefore Mr Sheeran was elected unopposed.</p>	
<p><b>7.2</b></p>	<p><b>Role Description of Chair</b>  Noted.</p>	
<p><b>7.3</b></p>	<p><b>Governing Body Role Description</b>  Noted.</p>	
<p><b>8.</b></p>	<p><b>Report on Code of Conduct Policy for Governing Body Members.</b>  Noted.</p> <p>The Corporate Services Officer advised that all Governing Body Members must sign the Code of Conduct Policy on an annual basis. Committee appraisals are due to be carried out in October 2021 and the Corporate Services Officer will provide a copy of the Code of Conduct Policy to each member for signing after the appraisals have been carried out.</p>	
<p><b>8.1</b></p>	<p><b>Code of Conduct Policy for Governing Body Members</b>  Committee approved the adoption of the Code of Conduct Policy based on the Model Code of Conduct Policy issued by SFHA.</p>	
<p><b>Committee considered and approved the Code of Conduct Policy for Governing Body Members</b></p>		
<p><b>9.</b></p>	<p><b>Report on Entitlements, Payments and Benefits Policy</b>  Noted.</p>	
<p><b>9.1</b></p>	<p><b>Entitlements, Payments and Benefits Policy</b>  Committee considered and approved the adoption of the Entitlements, Payments and Benefits Policy based on the Model Entitlements, Payments and Benefits Policy issued by SFHA.</p>	

	<b>Committee considered and approved the Entitlements, Payments and Benefits Policy</b>	
<b>10.</b>	<b>Cover Report for Equality and Diversity Policy</b> Noted.	
<b>10.1</b>	<b>Equality and Diversity Policy</b> Committee considered and approved the Equality and Diversity Policy	
	<b>Committee considered and approved the Equality and Diversity Policy</b>	
	<b>Finance</b>	
<b>11.</b>	<b>Report on Anti-Fraud, Bribery and Corruption Policy</b> Noted. The Director advised that FMD had reviewed the above Policy.	
<b>11.1</b>	<b>Anti-Fraud, Bribery and Corruption Policy</b> Committee considered and approved the Anti-Fraud, Bribery and Corruption Policy.	
<b>12.</b>	<b>Report on Money Laundering Policy</b> Noted. The Director advised that FMD had reviewed the above Policy.	
<b>12.1</b>	<b>Money Laundering Policy</b> Committee considered and approved the Money Laundering Policy	
<b>13.</b>	<p><b>Report on Finance Update</b> The report provided by FMD advised committee that the Association is required to submit financial statements to various agencies throughout the year.</p> <ul style="list-style-type: none"> <li>• Audited Financial Return 2021 Noted.</li> <li>• SHAPS Financial Assessment Return 2021 Noted.</li> <li>• HMRC Corporation Tax Return 2020/2021 Noted.</li> <li>• FCA Return 2020/21 and OSCR Financial Return 2020/21</li> <li>• Nationwide Building Society - Loans – LIBOR discontinuation Committee were advised in the meeting of 15 June 2021 that NBS had written a letter to the Association to start the process of moving away from LIBOR to SONIA due to LIBOR's imminent discontinuation from the market by December 2021.</li> </ul> <p>The letter set out two options for SONIA: 1) SONIA Term Rate 2) SONIA Compounded rate.</p> <p>After corresponding with NBS they now advise the Association also has the option of moving onto a BASE rate link rather than SONIA. We are now waiting on an updated letter from NBS advising on the final suite of options for consideration.</p> <p>Deposit – 1 Year Saver</p>	

	<p>Last year (October) a further £350k was deposited with NBS to earn a higher rate of interest (0.30%) than leaving surplus cash in our day to day banking facilities.</p> <p>NBS are currently offering a rate of 0.30% for a further year. For comparison purposes Bank of Scotland are only offering 0.05% for the same term.</p> <p>After considering cashflow requirements and the Association's current position we would recommend that on maturity (2 October 2021) the Association rollover the deposit again for another year to October 2022.</p> <p>The Management Committee is invited to <b>CONSIDER</b> and <b>APPROVE</b> this recommendation.</p>	
	<ol style="list-style-type: none"> <li>1. <b>Committee considered and approved the Anti-Fraud, Bribery and Corruption Policy</b></li> <li>2. <b>Committee considered and approved the Money Laundering Policy</b></li> <li>3. <b>Committee considered and approved the recommendation that on maturity of the Deposit - One Year Saver, the Association rollover the deposit for another year.</b></li> </ol>	
	<b>General</b>	
<p>14.</p> <p>14.1</p> <p>15.</p> <p>15.1</p> <p>16.</p> <p>17.</p>	<p><b>Cover Report on the Review of the Procurement Policy</b> Noted.</p> <p><b>Review of Procurement Policy</b> Committee considered and approved the review of the Procurement Policy</p> <p><b>Cover Report on Review of Shared Ownership Buy Back Policy</b> Noted.</p> <p><b>Review of the Shared Ownership Buy Back Policy</b> Committee approved the review of the Shared Ownership Buy Back Policy</p> <p><b>Renewal of Services of Information Law Services</b> The Corporate Services Officer presented the report.</p> <p>Committee were advised that the service provided by Information Law Services has proved invaluable over the past year when the Association has been asked to provide information to third parties.</p> <p>A Committee Member made the point that staff are not always best equipped to decide what information should be disclosed to third parties and to have a service which deals with this on the Association's behalf means MPHA are ensuring they are adhering to GDPR.</p> <p>Committee agreed to renew the services of Information Law Services for a further year.</p> <p><b>Landlord's Report</b> The Corporate Services Officer presented the report.</p>	

	<p>Committee were advised that the Association is performing well against Scottish and National Averages.</p> <p>A leaflet has been prepared to send out to all tenants and the Landlord Report has been loaded onto the Website.</p> <p><b>18. Director's Report</b> Noted.</p> <p><b>18.3 Staffing Matters</b> XX</p> <p>It was brought to the attention of the committee that the Association is operating with three temporary staff members. The Acting Director suggested meeting with the Staffing Sub Committee to discuss how to take this matter forward.</p> <p>The Staffing Committee consists of the undernoted committee members:</p> <p>Mr A Scott Mr F Sheeran Mrs C Meighan</p> <p>It was agreed that Miss C McKinlay joins the Staffing Sub Committee, bringing the number to four.</p> <p>The Acting Director will liaise with Mrs C Meighan to ascertain whether she wishes to continue as a committee member on the Staffing Sub Committee. If she indicates she does not wish to continue, Mrs M O'Donnell has indicated she would be willing to become a member of the Sub Committee.</p> <p>It was agreed that the Acting Director will set up a meeting to discuss filling the three temporary posts on a permanent basis.</p> <p><b>18.4 Office Refurbishment</b> The Acting Director is awaiting updates from the design team.</p> <p>In the meantime staff are in the process of clearing the office and Information Law Services have been consulted in relation to what documents can be disposed of.</p> <p>Companies have been looked at in relation to data scanning services and the transfer of files onto a digital format which will enable the Association to move to a paper free environment. This will not only free space up in the office but will also allow files to be more accessible to home workers.</p> <p><b>18.8 Rent Restructure</b> A meeting took place on Wednesday 22<sup>nd</sup> September 2021 and a final report will be brought to the October meeting.</p>	
<b>1. Committee considered and approved the Procurement Policy</b>		

	<p>2. Committee considered and approved the Shared Ownership Buy Back Policy</p> <p>3. Committee approved the renewal of Information Law Services contract.</p> <p>4. Committee agreed to delegate authority to the Acting Director set up a meeting with the Staffing Sub Committee to discuss filling the three temporary posts on a permanent basis</p>	
19.	<p><b>AOCB</b></p> <p><b>Committee Appraisals</b></p> <p>The Corporate Services Officer advised Committee that the appraisals will take place on Wednesday 20<sup>th</sup> October and Thursday 21st October 2021. She asked that committee members who have not yet done so contact her to arrange a suitable time and date.</p>	
	<p><b>Date and Time of Next Meeting – Tuesday 19th October 2021 - 6.00pm</b></p> <p>The next meeting of the Management Committee will be held remotely on Tuesday 19th October 2021.</p>	

**Signed** .....

**Date** .....