

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely and in MPHA Offices on 17th January 2023 at 6.30pm.

Present:

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

In Attendance:

Julie Smillie	Director
Scott Rae	Asset Manager
Beth Anderson	Finance Officer
John Mallon	Senior Housing Officer
Susan Paton	Corporate Services Officer

(Minutes)

The meeting is quorate.

1. Welcome, Apologies and Declaration of Interest

Apologies were received from C McKinlay, Vice Chairperson and B Johnson. The Chairperson reported that Co-optee M Gunn had tendered her resignation. She is unable to commit to being on the management committee at this time. The Committee appreciates her contribution to the Association.

2. Progress on Sheds

The Director noted that she received an email from P Flynn, formerly of Glasgow City Council which may be about funding for the Sheds project. The Director will update the Committee on any discussions she has about the Shed regeneration with P Flynn or in discussions with the new incoming Director at Milnbank HA whom our Director has a meeting with on 2 February 2023.

3. Adoption of Minutes of Meeting held on 19th November 2022

The minute of the meeting held on the 19th November 2022 was proposed as a true record by A Scott and seconded by M O'Donnell.

4. Matters Arising from Minute of 19th November 2022

The Chairperson noted a typo on page 6, item 13 for clarification – Poilcy should read Policy. The Minutes will be signed by the Chairperson and passed to the CSO for filing.

5. Applications for Membership

The Committee considered applications from three prospective members;

Redacted Information

The applications for membership were approved by the Management Committee and share certificates will be issued to the new members with a welcome letter.

6. Use of Seal

None.

7. Notifiable Events

a) Heating System at Moore Street

The Director reported to Committee that a notifiable event was triggered after an article in the press was published about the storage heating system in Moore Street. The SHR were notified immediately and the written complaint received by tenants of Moore Street and Living Rent was responded to and the SHR was kept updated by receiving a copy of the comprehensive response. The Director noted that whilst the discussions are still on-going with the tenants of Moore Street, the SHR have been satisfied with the information provided by the Association and has closed the notifiable event.

8. Report on Rent Consultation 2023/2024 – Results of Consultation

The Committee considered the collated feedback report from tenants on the proposed rent increase of 5.6%.

After consideration and discussion, Committee agreed to pass the proposed rent increase of 5.6% for 2023/2024 rent period.

9. Committee Digest

The Committee noted the contents of the committee digest.

10. Draft Budget

The Director reported that the Associations Finance Agent had alerted her to the fact that the draft budget was not ready to be presented to the Committee yet.

The Director will ensure that the draft budget is ready for the management committee meeting in February 2023.

11. Services Sub Committee

None.

12. Records Management Report & Policy

The CSO presented this policy. The Committee noted there has been no legislative changes since the last time Committee approved this policy in November 2019. The Committee noted the inclusion of an equalities impact assessment with this policy.

The Committee approved the Records Management Policy. This policy will reviewed later than January 2026.

13. Access to Information Report & Policy

The CSO presented this policy. The Committee noted there has been no legislative changes since the last time Committee approved this policy in November 2019. The Committee noted the inclusion of an equalities impact assessment with this policy.

The Committee approved the Access to Information Policy. This policy will reviewed later than January 2026.

14. Director's Report

Complaint from Tenants at Moore Street – The Chairperson and Director reported on the constructive meeting they had with 3 tenants from Moore Street and their representative from Living Rent. The Committee were updated on the complainant's issues with the heating system in Moore Street and were told of the work that the Association will carry out via an independent consultant to assess the suitability of the heating system. The Committee will be kept updated on the process of the complaint.

Staffing – The Committee heard that there is a member of staff interested in pursuing a sabbatical. The member of staff will put in a formal request to Committee and the Director is gathering HR information from Mentor to bring back to Committee for decision once the formal request is in.

Office Refurbishment -

Work has now been completed by the students and judging will take place in the near future.

15. Salary Negotiations

All Staff left the meeting due to a conflict of interest.

After discussion, the Committee agreed to the proposal as set out in the Chairperson’s report regarding salary position for 2023-2024.

16. AOCB

Fuel Fund - The Senior Housing Officer presented a tabled paper on the successful funding bid for £40,000 from the Social Housing Fuel Support Fund.

The Committee agreed to top up the fund to give £100 to every MPHA tenant to help with fuel costs.

The Committee agreed to contribute £8,602.20 towards the £40,000 awarded from the SFHA Social Housing Fuel Support Fund to allow each MPHA tenant to have £100 towards their heating costs.

RBS Mentor Renewal – The Corporate Services Officer sought Committee renewal of the RBS Mentor system. The system provides HR services, advice, staff training, holiday management systems and staff Health and Safety.

The renewal date is 6th February 2023. There is an increase in cost from £323 per month to £386 per month, primarily because staff numbers have increased from 9 to 11.

The Committee approved the renewal of RBS Mentor System

SFHA affiliation – Committee noted that SFHA has indicated that membership fees will be increasing by 2.9% for 2023/2024. This will be brought to Committee for approval once finalised by SFHA and affiliation request has been received.

17. Date and Time of Next Meeting –

Tuesday 21st February 2023 at 6.30pm

Signed:

Date: