

Molendinar Park Housing Association
Minutes of the Management Committee Meeting held in the Offices and
Remotely via MS Teams on
Tuesday 18th June 2024

Present:

F Sheeran, Chairperson

C Boyle, Committee Member

M O'Donnell, Committee Member

A Gillespie, Committee Member

M Johnson, Committee Member

C Meighan, Committee Member

In Attendance: Staff

Scott Rae, Interim Director

Susan Paton, Corporate Services Officer

(Minutes)

Beth Anderson, Finance Officer

The meeting was quorate.

1. Welcome, Apologies and Declaration of Interest

The Chair thanked everyone for attending. Apologies were received from N Thumath, A Wood, C Peacock and a standing apology from A Scott. There were no declarations of interest at this point in the meeting.

2. Minutes of the Previous Meeting

a) Adoption of Minutes of Meeting held on 21st May 2024

The minute of the meeting held on the 21st May 2024 were proposed as a true record by C Meighan and seconded by M O'Donnell.

b) Matters Arising from Minute of 21st May 2024

There were no matters arising.

3. Actions from Previous Meeting Report

The Committee noted the actions within the report.

4. Membership

There were no applications for membership.

5. Use of Seal

None.

6. Notifiable Event

None.

7. Business Planning

a) Corporate Plan Draft

The corporate plan was presented to committee by the corporate services officer.

The corporate plan will run from 2024-2027. The Corporate services Officer took notes on the points made by committee to improve the Plan.

The Committee agreed that the draft should be tidied up, the points made in the discussion added to the corporate plan and then brought back to Management Committee for final approval before final design and printing is done.

8. Committee Digest & Training Schedule

The Committee noted the digest and training schedule. The committee noted that the Corporate Services Officer would be undertaking training on the SHARE e-learning platform and get the log in details organised for committee soon. The

Committee discussed various options for venue for the away day. The Committee settled on the St Margarets Children and Family Care's training suite which is a Charity operating centrally in Charing Cross. The Chair noted a conflict of interest due to the Charity being run by his close relation.

9. Equalities & Diversity Monitoring Report

The Corporate Services Officer reported on the updated information in the equalities monitoring report. The Equalities and Diversity Policy is due for renewal from October 2024 so committee get to discuss collecting either named or anonymous data then.

Committee noted the content of the report.

10. Cyber Security Monitoring Report – Annual penetration testing

Committee noted the report and were assured of the Association's commitment to cyber security and protecting our data.

11. Finance

Q4 Management Accounts

The Finance Officer reported to this report.

The Statement of Comprehensive Income for the period ending March 2024 presented challenges. The projected total comprehensive income stands at £373k. The actual results reveal a shortfall, with only £20.1k realised. A major contributing factor to this discrepancy is a £135k actuarial adjustment related to the pension scheme.

In addition, structural adjustments made to General rents and Shared ownership in October are expected to create permanent variances in the year-end figures, there will be a need for ongoing monitoring and evaluation on this situation.

On a positive note, a reduction in voids has resulted in fewer lost rental opportunities, translating to a favourable variance compared to budgeted expectations. The Stage 3 Medical Adaptations works have been successfully completed, with all claims paid and a grant increase from GCC to £35k for the 2023/24 period.

The Finance Officer also details one-off charges totalling £48.8k for the SFHA Fuel Grant and £30k for the SFHA Winter Fund.

On the expenditure side, the committee noted a negative variance of £55k in Reactive Maintenance costs due to significant expenditures on asbestos removal, pest control, and other urgent maintenance needs. Although void works have decreased from £132k in the previous year to £97k this year, the increase in maintenance costs and the complexity of the works needed continue to have an impact on the budget.

Cyclical Maintenance shows a modest positive variance attributed to the timing of scheduled programmes. However, Major Repairs have experienced a negative variance largely caused by discrepancies in door replacements and various associated building works. Service costs have risen due to increased expenditure on roof and painter work.

Central Management Expenses have exceeded budget expectations as a result of staffing overlaps due to sabbaticals and the additional support required for disbursing SFHA grants. Legal and professional fees have also seen overspends related to maintenance consultancy and tenant surveys. On a positive note, Training expenditures have resulted in a £4k underspend.

In the Statement of Financial Position (SOFP), the Finance officer reported a decline in Tangible Fixed Assets. The Net Pension Liability stands at £135k, reflecting recent actuarial evaluations. There has been no movement year-to-date as past service contributions have ceased.

Going forward, the Cashflow section includes budget projections for 2024/25, which now takes into account the Mortgage to Rent purchase.

All covenants are in compliance, which is reassuring as we navigate through this financial period. However, some Key Performance Indicators (KPIs) need to be monitored specifically, management administration costs per unit exceeding budget allocations, and higher than anticipated costs associated with reactive repairs,

cyclical, and major repairs that surpass expectations that were in the budget.

The Committee noted the report from the Finance Officer. The audited accounts will be brought to the August management committee.

12. Annual Assurance Statement Working Group

The Corporate Services Officer noted that the annual assurance working group would meet on the 25th June 2024.

13. Director's Report

The Committee heard from the Interim Director that the maintenance assistant post will be advertised. The Interim Director sought advice from the Finance Agent at FMD regarding the Interim Director assuming the role of the secretary.

It was determined and approved by Committee that the secretary will be the interim Director for as long as the Director is on secondment.

14. Homemaster Renewal

The Interim Director presented a proposal to renew the HomeMaster management software system. It has been 5 years since the Association was one of the first housing providers in Scotland to sign up for this system. Since then the HomeMaster housing management system has become an industry leader.

The committee discussed the renewal at length and decided that based on the lack of viable competition or comparable services, the level of upheaval necessary for migrating over to a new system and the cost effectiveness of being a pathfinder client (where MPHA enjoys a more competitive price because of our early adoption).

The Chair proposed that the Committee go with a 5 year extension of the HomeMaster contract and the management committee agreed unanimously.

15. Maintenance Framework

The Interim Director presented the Asset Compliance Officer's report. The Association has posted the tender on PCS (Public Contract Scotland). The next stage in the process needs to go ahead and due to the timing of the Services Sub-committee the Asset Compliance Officer is seeking approval to proceed to the next stage which is to issue the rejection letters with a 10 day standstill period. Then after that we can award the contract.

The Committee approved the 38 contractors that were listed as successful in the tender process for 2024-25 preferred maintenance contractor's report and to allow the Asset Compliance Officer to move on to the next stage.

16. Delegates Reports

a) Glasgow West of Scotland Forum

The GWSF AGM will be on Wednesday 21st August.

b) Meat Market Regeneration CIC

The Chair noted that they are awaiting the outcome of a lottery funding application.

c) Safe Injection Site – Hunter Street

Community walkaround has been arranged. Drug paraphernalia has been a problem around the area in general. There is still community support for the facility and there will be more announcements in September about the progress of the project.

The Chair asked staff to remind tenants to keep controlled areas locked. Also that if drug taking is witnessed then the police should be called immediately.

17. AOCB

There was no other business.

18. Date and Time of Next Meeting –

Tuesday 20th August 2024 6pm

Signed by Chair: Redacted

Dated: 20 August 2024