

## **Molendinar Park Housing Association**

### **Minutes of the Management Committee Meeting held in the Offices and Remotely via MS Teams on**

**Tuesday 17th September 2024**

#### **Present:**

Frank Sheeran, Chair

A Scott, Vice-Chair

C McKinlay, Committee Member

N Thumath, Committee Member

C Boyle, Committee Member

M O'Donnell, Committee Member

A Gillespie, Committee Member

M Johnson, Committee Member

The Meeting was Quorate.

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#### **In Attendance: Staff**

Scott Rae, Acting Director

Susan Paton, Corporate Services Officer

(Minutes)

Beth Anderson, Finance Officer

### **1. Post Annual General Meeting– Matters arising (*Conducted by Secretary*)**

#### **Election of Committee Members**

##### **a) Ballot for Chairperson**

There was only one nomination for Chairperson – F Sheeran nominated by C Peacock. Frank was duly elected Chair.

##### **b) Ballot for Vice-Chair**

There was only one nomination for Vice-Chairperson – A Scott nominated by M O'Donnell. Andy was duly elected Chair.

##### **c) Membership & Chair of Services Sub Committee**

The Secretary asked for nominations regarding the Chair of Services Sub Committee. C McKinlay was nominated by A Gillespie and she accepted the nomination. The Services Sub Committee members are – C McKinlay, A Scott, A Gillespie, N Thumath, C Boyle. A Wood, F Sheeran, M O'Donnell.

## **2. Welcome, Apologies and Declaration of Interest**

Apologies were received from B Johnson and A Wood.

## **3. Minutes of the Previous Meeting**

### **a) Adoption of Minutes of Meeting held on 20th August 2024**

The minute of the meeting held on the 20th August 2024 were proposed as a true record by N Thumath and seconded by A Scott.

### **b) Matters Arising from Minute of 20th August 2024**

There were no matters arising.

## **4. Actions from Previous Meeting Report**

The Committee noted the actions within the report, including the progress.

## **5. Membership**

No new Applications for Membership

## **6. Use of Seal**

None

## **7. Notifiable Event**

No new notifiable events this month.

## **8. Director Secondment – 6 month review**

The Acting Director explained to the Committee that the secondment review took into account the last 6 months performance and assures committee of the continued high levels of continued performance. The committee noted the report.

The Chair asked Committee's thoughts on the secondment in light of the Acting Director's report and lead the discussion on the next month's situation. It was noted that the Chair of Reidvale HA had approached the Chair to indicate that RHA would like to extend the secondment for a further 6 months.

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| <p>The Acting Director will bring a further paper to management committee next month detailing the work plan for the next 6 months with back-filling positions explained and costed.</p> |
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The Committee confirmed with the Acting Director that he wishes to continue with the current arrangement and agreed in principle (subject to terms being satisfactory to the secondment of the Director being at Reidvale HA for a further 6 month period). The Committee agreed that the Chair can negotiate on behalf of the Association.

## **9. Committee Digest & Training Schedule**

The Committee noted the digest and training schedule. The committee noted that the log in details for the SHARE E-Learning has been sent out. The Committee noted the Scottish Housing Regulator updates and link to the landlord report on the SHR website.

## **10. Internal Audit Report – Annual Return on the Charter Validation**

The Committee noted the excellent result of the internal audit on the ARC that Quinn Internal Audit carried out. The Committee noted there were no recommendations and the audit was given full assurance on the validation. The Chair asked the Acting Director to thank the staff for such an excellent result.

## **11. Management Accounts – Quarter 1**

The Chair asked the Finance Officer to report on the management accounts differently and asking for committee to attend a session with the Finance officer if they are unsure of the management accounts processes.

The Finance Officer explained that the projected total comprehensive income for the fiscal year ending June 2024 was £69.4k, with actual results showing £90.4k, reflecting a positive variance of £21k, primarily due to fewer voids than budgeted. Significant variances included a £10.7k positive outcome in reactive maintenance; however, cyclical maintenance and major repairs experienced negative variances of £11.6k and £15k, respectively, expected to balance out over the year. Service costs also showed a negative variance of £7.89k due to planned works in Q1. Within central management expenses, a positive variance of £9.78k was noted from savings in postage, publications, legal fees, and training. In the Statement of Financial Position, tangible fixed assets decreased due to higher depreciation, while the net pension liability remained unchanged at £215k. The cash flow was planned for 2024/25, including adjustments for the Mortgage to Rent property and income from the Director's secondment. All covenants were met, and key performance indicators indicated lower management costs per unit and reduced reactive repair expenses, while cyclical and major repairs were over budget.

## **12. Annual Assurance Statement Working Group Update**

The CSO explained that the next working group meeting will be October 2nd at 6pm. The Annual Assurance statement draft, the evidence bank link and presentation will be brought to the next management committee meeting.

### **13. Anti-Money Laundering Policy**

The committee approved the cover report and Anti-Money Laundering Policy that was written by the Finance Agent from FMD. Committee asked that the CSO contact the Finance Agent to ask about the inclusion of a Euro sign and not a pound sign.

The Committee approved the Anti-Money Laundering Policy with the caveat that clarification on the above question is satisfactory from the Finance Agent. This policy will be reviewed in September 2027 or if legislation requires it to be changed. Staff will be issued with this policy as a refresher.

### **14. Committee Governance**

#### **a) Code of Conduct for Governing Body**

The CSO explained that this code of conduct had been refreshed by SFHA.

The Committee agreed to adopt the new SFHA Code of Conduct without amendments.

#### **b) Governing Body Role Descriptions**

The CSO explained that governing body role descriptions were refreshed again by the SFHA. The highlighted red area had commitment time against it.

The Committee asked the CSO to give them indication of what was previously in the last role description for reference to aid discussion at the next meeting.

### **15. Director's Report**

The Acting Director noted that the statutory returns have been submitted on time. The Auditor letter of engagement had been signed by the Chair and sent off. The Acting Director updated Committee on staffing, with two members of staff returning after a period of absence.

### **16. Tenant Participation Strategy – Work Plan Update**

The Committee noted the progress made against the work plan.

### **17. Delegates Reports**

#### **a) Glasgow West of Scotland Forum**

The Vice-Chair explained that he would be attending the next committee meeting on Wednesday and will report back at the next meeting. The AGM is scheduled for 6th of October. F Sheeran and A Gillespie have indicated they still want to attend the re-scheduled meeting.

**b) Meat Market Regeneration CIC**

The Chair noted that the Project Management Team had been appointed and the first tranche of funding has been drawn down. At the next meeting there will be information on when the breaking ground will happen.

**c) Safe Injection Site – Hunter Street**

Committee noted that the site would be launched sometime soon once final sign off from the procurator fiscal. There is another open event in the Calton Heritage Centre at 4pm. The CSO suggested it could be advertised on the website. The Chair will send her the details to be included on the website.

**18. AOCB**

There were no other business.

**19. Date and Time of Next Meeting –**

Tuesday 15th October 2024

**20. Meeting Close**

**Signed...Redacted.....**

**Date .....15<sup>th</sup> October 2024 .....**