

Cernach Housing Association Minute of Management Committee Meeting Held Thursday 8 August 2019, 6.00pm, Boardroom, 79 Airgold Drive, Drumchapel



1. Present

J Brannan	J Mullan	M Mellon
S McDonald MBE	R McGill	T Bowie
D MacMillan	J McFarlane	K McGinley

In attendance

C Jardine	P Baylis	E McShane
P Long (FMD)	P Morrice (Alexander Sloan)	K Dyson

Minute taker

E McShane

J Brannan introduced P Morrice from Alexander Sloan who was in attendance to present the draft annual accounts. He also welcome Jodie Mullan to her first full meeting as a co-opted member.

2. Apologies

2.1 Apologies were received from A Keegan and M Wylie

Noted

3. Declaration of interest

3.1 D MacMillan declared an interest at item 6.11.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 27 June 2019 were proposed by D MacMillan and seconded by T Bowie

Approved

5. Matters arising

5.1 12.2: C Jardine updated that the process of recruitment planning for a Welfare Benefits Officer was scheduled to begin during week beginning 12 August 2019.

- 5.2 12.3: C Jardine updated that a stock tour and new build development visit would take place on 5 September 2019 at 4:30pm and A Smith will be in touch with arrangements.

Noted

6. Director's Report

6.1 Draft annual accounts – 2018/19

- 6.1.1 P Morrice presented the management letter, key figures from the annual accounts report and financial statements for the year ended 31 March 2019.
- 6.1.2 P Morrice discussed the statements and highlighted that previously accounting standards only highlighted whether a business is a going concern if there were any issues. There is now requirement to comment on this regardless, and Alexander Sloan has confirmed Cernach as a going concern.
- 6.1.3 P Morrice highlighted the changes to the pension schemes reporting as SHAPS have been able to identify costs in relation to individual businesses and this is therefore now reportable.
- 6.1.3 P Morrice confirmed that the accounts have been evaluated as giving a true and fair account of the Association's affairs, have been prepared in accordance with UK accounting standards and charity standards. A fully clean and unqualified audit opinion was therefore issued.
- 6.1.4 Management Committee agreed to remit the draft accounts to the membership at the AGM for approval.

Approved

Management letter, response to management letter and letter of representations

- 6.1.5 The management letter from the auditor, the planned response from the Committee and the Committee's letter of representation had been distributed with the papers in advance of the meeting and were also discussed at the meeting.
- 6.1.6 Committee noted the management letter and approved the draft response. The letter of representations was also approved. The Committee agreed for these to be signed on behalf of the Association.

Reconciliation between the March 2019 management account and the draft annual accounts

6.1.7 P Long presented a report on the reconciliation between the surplus reported in the management accounts and the annual accounts for the year to 31 March 2019.

6.1.8 This was noted by Committee.

J Brannan proposed that item 6.5 be brought forward to allow P Morrice to be in attendance. This was agreed. The minute, however, follows the order of the agenda.

P Long, K Dyson and P Morrice left the meeting at this point

6.2 Business plan – 2019-2022

6.2.1 C Jardine advised that, since we were comprehensively reviewing the layout and contents of the business plan this year, that she was still in the process of writing it. She confirmed that it would reflect the following:

- Updates in new build developments, including funding arrangements
- A section has been included regarding the office extension
- The staff restructure changes
- The key performance indicators agreed in June 2019

6.2.2 The plan will be available in due course, meantime Committee approved the changes as reflecting the discussion at the away day in June in addition to discussion at various other Committee meetings.

Approved

6.3 Draft five-year investment plan

6.3.1 P Baylis presented the report on the draft five-year investment plan and confirmed that some items had been pulled forward.

6.3.2 Management Committee approved the report.

Approved

6.4 Asset management plan

6.4.1 P Baylis presented the report on the asset management plan for the period 2019 to 2022. She advised that the figures presented in the initial report had been amended for reactive maintenance to reflect 367,000 in 2019/20, 343,000 in 2020/21 and 356,000 in 2021/22 and the subsequent figures updated in line with this.

6.4.2 Following discussion, the Committee approved the plan.

Approved

6.5 Allocations audit – report

6.5.1 P Baylis reminded Committee that P Morrice had conducted his final follow-up audit on the allocations process. She presented the report, which included only one (minor) recommendation.

6.5.2 The Committee noted the contents of the report and thanked P Morrice for all his support and guidance during the past year or so. They also noted the significant work done by all staff in relation to the allocations procedures.

Noted

6.6 Interim review of allocations policy – management transfers

6.6.1 P Baylis presented the report on the proposed appendix we wish to add to the DRUMCOG Common allocations policy; the main body of the policy will not be amended as it would require all participating RSLs to agree.

6.6.2 The Committee approved the recommendation.

Approved

6.7 Office alterations - tenders

6.7.1 C Jardine updated that following a competitive tender process, some were higher than anticipated. C Jardine presented a table of potential savings.

6.7.2 C Jardine presented the recommendation that the tender from W H Kirwood is accepted in the corrected sum of £247,676.47 and that the estimated total cost is adjusted to be 6.3% higher to £377,847.40.

Approved

6.8 Secretary's report

6.8.1 C Jardine presented the report on behalf of M Mellon.

6.8.2 Management Committee noted the contents.

Noted

6.9 Arrangements for AGM

6.9.1 C Jardine presented the report on the AGM arrangements.

6.9.2 C Jardine asked for one volunteer to stand down for re-election at the AGM in addition to J Brannan, A Biddell and T Bowie. M Mellon volunteered to stand down.

6.9.2 Management Committee noted the contents.

Noted

6.10 Annual review of registers

6.10.1 C Jardine presented the report on the registers and noted that they are available for inspection.

6.10.2 Management Committee noted this and they will now be signed off by the Chairperson and Secretary.

Noted

D MacMillan left the meeting at this point.

6.11 Entitlements, payments and benefits – proposed let to a connected person

6.11.1 P Baylis presented the report on the proposed allocation and confirmed that all internal procedural requirements had been satisfied and that the selection of the connected person was fully in line with the allocations policy and procedures.

6.11.2 The Committee approved the recommendation.

Approved

D MacMillan rejoined the meeting at this point.

7. Policy review

7.1 Notifiable events

7.1.1 C Jardine presented the covering report and noted that the policy is a model one.

7.1.2 The Committee approved the policy.

Approved

7.2 Disposal of land and assets

7.2.1 C Jardine presented the covering report and noted that the policy is based on guidance from the Scottish Housing Regulator and takes account of the new Regulatory Standard #7.

7.2.2 The Committee approved the policy.

Approved

7.3 Donations policy

7.3.1 C Jardine presented the covering report.

7.3.2 The Committee approved the policy.

Approved

8. Sub-Committee minutes and recommendations

8.1 Property Management sub-Committee

8.1.1 The minute of the meeting on 20 June 2019 was noted.

Noted

8.1.2 There was a recommendation from the meeting held on 1 August 2019 to approve the colour scheme used in the 2018/19 bathroom programme.

Approved

8.1.3 There was a recommendation from the meeting held on 1 August 2019 to approve amendments to the estate management targets to Cases Actioned within 10 working days.

Approved

8.1.4 There was a recommendation from the meeting held on 1 August 2019 to approve a Management Transfer under special circumstances.

Approved

9. Membership and use of seal

9.1 There was one new application for membership in June/July and no removals.

Approved

10. Correspondence

10.1 There were no items of correspondence this month.

11. Good news spot

11.1 Invercanny Drive has begun construction.

Noted

12. AOCB

12.1 C Jardine updated the Management Committee on her current reduced hours working. Committee asked her to stop providing Director Services to Drumchapel Housing Co-operative on an interim basis. Following discussion, it was agreed that this should be until the end October at the earliest.

Approved

12.2 P Baylis informed the Committee that the Aspiring Communities Fund money which has been granted requires approval for the schedule of authorised signatories to allow the offer of grant.

Approved

12.3 P Baylis presented a progress report on bathroom tenders for 2019 and requested two Committee members attend the tender opening at 3pm on Monday 26 August. D MacMillan and T Bowie volunteered to attend this.

Noted

12.4 P Baylis presented a progress report on the cyclical paint programme tender. This is scheduled to begin in early September 2019.

Noted

12.5 J Brannan suggested a donation of £250.00 to be donated to the Thriving Places fund to allow them to purchase Christmas lights. C Jardine confirmed that this would be permissible under the terms of the donations policy. Committee approved the proposal.

Approved

13. Date of next meeting

13.1 The next full meeting will be held on **Thursday 12 September 2019** within the boardroom of Cernach HA starting at 6.00pm. There will be a post-AGM meeting on Monday 26 August to elect the office bearers for the coming year.

Chair: Date: