

Cernach Housing Association

Minute of Management Committee Meeting

Held Wednesday, 30 August 2017, 6.00pm,
Boardroom, 79 Airgold Drive, Drumchapel



1. Present

S McDonald MBE	J Brannan	A Biddell
R McGill	D MacMillan	M Mellon
J McFarlane	A Hardie	F John
S Frank	K McGinley	

In attendance

C Shepherd	G Burt	D McKnight
P Long (FMD)		

Observers

N Kemp	A Keegan	Joan McFarlane (DHC Committee member)
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Minute taker

G Burt

2. Apologies

2.1 Apologies were received from J Meechan, T Bowie

Noted

3. Declaration of interest

3.1 There were no declarations of interest.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 26 July 2017 were proposed by J McFarlane and seconded by M Mellon.

Approved

5. Matters arising

5.1 Item 5.2: C Shepherd advised Committee that Heather Ballantine had been booked to deliver training to Committee on Monday 30 October.

Noted

5.2 Item 11.5: E McShane will update Committee at the next meeting.

Noted

6. Committee Business

6.1 Annual Elections and declarations

- 6.1.1 C Shepherd requested nominations for the position of Chairperson. Only one nomination was received, Susan McDonald MBE. This was proposed by K McGinley and seconded by R McGill.
- 6.1.2 Nominations for the position of Vice-Chairperson. Only one nomination was received, Andy Biddell. This was proposed by J McFarlane and seconded by M Mellon.
- 6.1.3 Nominations for the position of Secretary. Only one nomination was received, John Brannan. This was proposed by A Hardie and seconded by D MacMillan.
- 6.1.4 The Office Bearers for 2017/2018 will be –
Chair - Susan McDonald MBE
Vice-chair- Andy Biddell
Secretary - John Brannan

Approved

6.2 Sub-Committees

- 6.2.1 C Shepherd explained to Committee that it was proposed that the Development sub-Committee joins with the Property Management sub-Committee from next month in order to best use Committee members' time and reduce the overall number of meetings that Committee members are asked to attend.

Noted

- 6.2.2 The following Committee members indicated that they wished to join the **Property Management sub-Committee**

John Brannan, Michael Mellon, Jean McFarlane, Frank John, Shereen Frank, Ann Hardie, Diane MacMillan, Rosemary McGill, Susan McDonald MBE and Andy Biddell.

Approved

- 6.2.3 The following Committee members indicated they wished to join the **Staffing, General Purposes and Audit sub-Committee**.

- 6.2.4 Susan McDonald MBE, Andy Biddell, John Brannan and Diane MacMillan. The date and time of this sub-Committee will possibly be looked at. If the day

and time is changed from a Friday morning, the following other Committee members will attend, Jean McFarlane, Michael Mellon and Rosemary McGill.

Approved

6.3 Authorised signatories

6.3.1 C Shepherd explained that the authorised signatories are currently the

- The Chairperson
- The Secretary
- One other member
- The Director
- The Depute Director

The other member who was nominated as an authorised signatory from Committee was K. McGinley.

Approved

6.4 Annual declarations

6.4.1 C Shepherd explained the importance of the annual declarations and advised that these would be issued at the end of the meeting for signing.

Noted

7. Director's Report

7.1 Management Accounts to June 2017

7.1.1 P Long took Committee through the statement of comprehensive income. The operating surplus is £296,000. This is higher than the budgeted surplus. With some adjustments it is now expected that the surplus for the year will be £1.102 M, this is higher than the originally budgeted surplus.

7.1.2 P Long took Committee through the breakdown of income and expenditure. P Long explained to Committee that using the traffic light system, only one line "services to other RSL's" was showing as red and this was purely down to timing and would balance out as the year goes on.

7.1.3 P Long discussed the balance sheet with Committee, advising that our current assets minus current liabilities was £8,480,049.

7.1.4 P Long went through and discussed with Committee the Cashflow statement, ratio analysis and covenants. J Brannan asked P Long why the account with the highest balance was accruing the least rate of interest. P Long explained it was a continuous account and additional money had been deposited in anticipation of the new build.

Approved

7.2 SHAPS – employer annual review

7.2.1 C Shepherd explained the SHAPS report. The Association is low risk.

7.2.2 C Shepherd advised Committee that the annual financial assessment will be submitted to SHAPS by the 31 August.

Noted

7.3 DRUMCOG two-year training plan

7.3.1 C Shepherd went over the two-year training plan that was produced after the Committee training event on Monday 14 August.

7.3.2 The first session has been arranged for 18 September. EVH will be leading the session on Committee role as an employer.

7.3.3 C Shepherd welcomed our observer from Drumchapel Co-op and extended the invite to Cernach's Committee to visit Drumchapel's next Board meeting on 26 September. A maximum of 2 or 3 members to attend at any one time.

Approved

7.4 Development Update

7.4.1 C Shepherd went over C Armstrong's report. The site start is still due for November 2017. C Shepherd explained our solicitors position and advice to Cernach in relation to the agreement.

7.4.2 C Shepherd explained that an issue has arisen in relation to a path that is in the Crown's ownership. G Burt showed Committee the maps with the path highlighted.

7.4.3 S McDonald asked what would happen if we did not sign the agreement prior to GHA going on site. C Shepherd explained the situation.

7.4.4 C Shepherd updated Committee on the feasibility study currently underway.

7.4.5 C Shepherd advised Committee that the Development Funding Plan was submitted last week to GCC by Colin Armstrong.

7.5 Policy Review

7.5.1 C Shepherd went over the report on the four policy reviews.

- Rewards and Recognition
- Committee Expenses
- Committee Code of Conduct
- Staff Code of Conduct

- 7.5.2 A discussion followed in relation to the policy removals and additions. Committee team building event to be looked at and brought back to Committee in September or October.
- 7.5.3 Committee went on to discuss staff team building. Committee would like to define if it will be a full day or half day. After discussion Committee agreed it could authorise an annual team building session of a half day on a Friday, when the office can close at 11.30 a.m. The actual date is still to be confirmed.
- 7.5.4 C Shepherd discussed the report on Committee expenses.
- 7.5.5 C Shepherd discussed the report on Committee Code of Conduct. R McGill asked about the part in relation to mobile phones having to be turned off. This was discussed by Committee.
- 7.5.6 Staff Code of Conduct, C Shepherd will get back to Committee in September with this.

Noted

8. Sub-Committee minutes and recommendations

8.1 Property Management sub-Committee

- 8.1.1 The minutes of 19 July 2017 were noted.
- 8.1.2 The recommendation to fit a fire alarm panel to 35/41 Achamore Road at a cost of £10,159.20 was approved by Committee.

Approved

8.2 Staffing, General Purposes and Audit sub-Committee

- 8.2.1 Minute of meeting held on 13 April 017 were noted.
- 8.2.2 The recommendation of a staff member attending a further education course at night over a 38 week period was approved by Committee.

Approved

9. Membership and use of seal

- 8.1 There was one new applications for membership in August.

Approved

10. Correspondence

10.1 G Burt read out a thank you card from C McLellan to Committee.

Noted

10.2. A letter had been received from KCEDG requesting a financial donation to the Drumchapel foodbank. After discussion, Committee agreed to donate £100.

Approved

11. Good news spot

11.1 The good news spot will be addressed at AOCB.

12. AOCB

12.1 G Burt advised Committee that during the exercise to procure building insurance for our properties, the lowest bid through Public Contracts Scotland was by the Direct Line Group. This will offer the Association a saving of £23,000. It is our insurance brokers, Bruce Stevenson's recommendation that this is accepted.

Approved

12. Date of next meeting

12.1 The next meeting will be held on **Wednesday 27 September 2017** within the boardroom of Cernach HA starting at 6.00pm.

12.2 I certify that the above minute has been approved as a true and accurate record of proceedings:

Chair:

Date: