

Cernach Housing Association Minute of Management Committee Meeting Held Thursday 27 June 2019, 6.00pm, Boardroom, 79 Airgold Drive, Drumchapel



1. Present

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

In attendance

C Jardine	E McShane	A Smith
P Long (FMD)		

Observers

J Mullen

Minute taker

E McShane

2. Apologies

2.1 Apologies were received from M Wylie.

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 30 May 2019 were proposed by J McFarlane and seconded by S McDonald MBE.

Approved

5. Matters arising

5.1 6.2: C Jardine updated that the ARC was successfully submitted and that we received one data accuracy query in regard to void days which has since been answered and was correct.

Noted

6. Director's Report

6.1 30 year financial projections

6.1.1 P Long presented the 30-year financial projections.

6.1.2 P Long confirmed that all figures are based on funding both current development programmes from reserves, although a final decision has yet to be taken regarding Phase 2 (Invercanny).

6.1.2 The Committee approved the projections.

6.2 Five-year financial projections – submission to the regulator

6.2.1 P Long presented the report on the five-year financial projections.

6.2.2 Management Committee asked that cost plans for the planned/cyclical maintenance programme over the next three years be brought to the next Property and Development sub-Committee.

Action: C Jardine/P Baylis

**Post meeting note- these figures are scheduled to be brought to the next Management Committee meeting on 8 August 2019*

6.2.3 Management Committee approved the five-year financial projections.

Approved

6.3 Treasury management report to March 2019

6.3.1 P Long presented the annual report on treasury management.

6.3.2 Management Committee noted the contents of the report.

Noted

6.3.3 P Long recommended that we conduct a stock valuation as it has been five years since the previous one was conducted. This had not been included in the 2019/20 budget and the cost, around £7,500 plus vat, is outwith the Director's delegated authority for non-budgeted expenditure. A Committee decision is therefore required. This was agreed and C Jardine will now liaise with JLL to take this forward.

Approved

6.4 Loan portfolio return – submission to the Regulator

6.4.1 P Long presented the report on the loan portfolio return.

6.4.2 The Committee approved the return for submission to the Scottish Housing Regulator.

Approved

P Long left the meeting at this point

6.5 QEF benchmarking group annual report – 2018/19

6.5.1 E McShane presented the report on benchmarking for year 2018/19.

6.5.2 Committee asked about average rents calculations and it was confirmed that the guidance requires all landlords to include service charges in the average rents figure.

6.5.3 The Committee noted the contents of another very positive annual report, adding that they find this report very useful.

Noted

6.6 Feedback from service sharing agreement mid-year meeting – verbal update

6.6.1 C Jardine updated that the mid-year meeting has now taken place between the two chairs, C Jardine and P Burke.

6.6.2 C Jardine further updated the Committee on discussions that had taken place at the Drumchapel Housing Co-operative away day on 31 May. Further information will be brought to the Committee in due course.

Noted

6.7 Feedback from Senior Housing Officer recruitment – verbal update

6.6.1 C Jardine updated that following a competitive interview process, L J Richards was appointed as Senior Housing Officer on a permanent basis. She has commenced the post immediately.

Noted

7. Policy review

7.1 Factoring policy

7.1.1 A Smith presented the table of proposed amendments for the factoring policy and noted that the policy has been to the Residents Panel and was reviewed at a dedicated owners' forum.

7.1.2 The Committee approved the revised policy as presented.

Approved

8. Sub-Committee minutes and recommendations

8.1 Property Management sub-Committee

8.1.1 The minute of the meeting on 23 May 2019 was noted.

Noted

8.1.2 There was a recommendation from the meeting held on 20 June 2019 to appoint a Clerk of Works for the Invercanny Drive project and office alterations. This was agreed.

Approved

9. Membership and use of seal

9.1 There were two new applications for membership in May and no removals.

Approved

10. Correspondence

10.1 There were no items of correspondence this month.

11. Good news spot

11.1 A site start date for Invercanny Drive has been confirmed as 5 August 2019 and is expected to last for 62 weeks.

Noted

12. AOCB

12.1 C Jardine proposed a revision to the financial regulations detailing that all planned maintenance and cyclical works should be covered under the same section under delegated authority at 30.5(ii).

Approved

12.2 C Jardine provided an update on the staff survey feedback and the staff structure and proposed recruitment of a Welfare Rights Officer on a three-year fixed term basis as well as confirming the existing temporary posts. This was agreed.

Approved

12.3 A Smith updated that there are several dates being considered for a stock tour and site visit and members wishing to attend should register their interest and date preference with her.

12.4 There will be a tender opening on 16 July 2019 for the office alterations. T Bowie and D MacMillan have agreed to attend.

Approved

J Mullen left the meeting at this point

12.5 The Committee decided to invite J Mullen to join the Management Committee as a co-optee. C Jardine will liaise with J Mullen immediately following the meeting.

J Mullen rejoined the meeting at this point

[post-meeting note: J Mullen has accepted the invitation to join the Committee as a co-optee and this will be with immediate effect]

13. Date of next meeting

13.1 The next meeting will be held on **Thursday 8 August** within the boardroom of Cernach HA starting at 6.00pm.

Chair:

Date: