

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 3<sup>rd</sup> December 2020 @ 6pm via Microsoft Teams as remote working due to COVID-19 Crisis

#### **Present:**

Lynn Blackwood  
Paul Cochrane  
Donna Miller  
Tracy Slaven  
Gary Wood, Chair

#### **In Attendance:**

Della McKelvie, PA/Administrator (Mins)  
Jacqui O'Rourke, Director  
Dave Robb, Finance Manager – Part Meeting

#### **Action**

### **1.0 APOLOGIES**

- 1.1 Apologies were received on behalf of Irene Black, Yvonne Crockert, Andrea McLachlan and Margaret Pirrie.

### **2.0 MINUTES OF PREVIOUS MEETINGS:**

#### **2.1 Management Committee – 4<sup>th</sup> November 2020**

The above minutes were approved by Gary Wood and seconded by Donna Miller.

#### **2.2 Management Committee – 19<sup>th</sup> November 2020**

The above minutes were approved by Tracy Slaven and seconded by Donna Miller.

#### **2.3 Management Committee – 24<sup>th</sup> November 2020**

The above minutes were approved by Donna Miller and seconded by Gary Wood.

#### **2.4 Office Bearers – 25<sup>th</sup> November 2020**

The above minutes were approved by Donna Miller and seconded by Gary Wood.

### **3.0 MATTERS ARISING**

#### **3.1 Xmas Donation**

Management Committee had previously discussed transferring money previously budgeted for Xmas party night to Rainbow Fund and forego any celebration for themselves.

Director advised that EHRA are proposing to donate £1,000 to each organisation to assist them in Poverty Charter objectives, this will be discussed at their meeting on Wednesday 9<sup>th</sup> December. Management Committee agreed that if this donation is approved that this money will be transferred to the Rainbow Fund.

Management Committee then discussed the money budgeted for Xmas party night, it was approved to make a donation to FARE for their Xmas toy fund appeal, a donation of £20-£30 for each Committee and Staff Member to be made on their behalf.

Management Committee requested that the Association tweet to tenants to encourage them to apply for any rainbow fund/foodbank vouchers in time as these will not be available over the festive period.

#### **4.0 DECLARATIONS OF INTEREST**

- 4.1 Paul Cochrane declared an interest in FARE.
- 4.2 Tracy Slaven declared an interest in Community Chest.
- 4.3 Lynn Blackwood, Donna Miller and Gary Wood all declared an interest in BRO.
- 4.4 All Committee declared an interest in rent/service charge discussions.

#### **5.0 DRAFT BUDGET incl RENT PROPOSAL**

- 5.1 Finance Manager went through the Budgeted Income and Expenditure to March 2026, advising that all loan covenants would be met. The Management Committee approved the following being added to the budget:

- Land acquisition Rogerfield - £5,000
- Rainbow Fund - £5,000
- Bulk Uplifts (tenemental properties) - £10,000
- Business Plan - £2,000
- Stock Condition Survey - £10,000

- Community Chest - £5,000

5.2 To fully discuss the bulk uplift budget the Management Committee discussed the report in Agenda Item 12 and approved the Association progressing with Option B –

- BHA take responsibility for the service and pass the costs to tenants via a service charge. Our estimates for the potential costs to each tenant who have the use of a communal bin area is £1.82 per rent period, £23.74 per year.

This will have to be consulted on with tenants before can be implemented. **JO'R**

All other service charges and rents to Nursery and sharing owners will not increase, Management Committee agreed a freeze on these costs.

5.3 During discussions the Finance Manager continued to reassure the Management Committee with scenario planning graphs detailed within the papers.

**Finance Manager left meeting at this point.**

## **6.0 AUDITED FINANCIAL CONTROL STATEMENTS**

6.1 Management Committee approved the AFS Accounts within the papers and approval was granted for these to be submitted to the Scottish Housing Regulator. **DR**

## **7.0 COVID 19 – BUSINESS CONTINUITY**

7.1 Management Committee noted the main changes to the report highlighted in red:

- Glasgow now in Tier 4 of government guidelines.
- Void and Allocation works are permitted within the guidance
- Rent arrears have increased by approximately 1%

## **8.0 POLICY REVIEW**

8.1 **Alcohol & Drug Misuse Policy**

The Management Committee approved the above policy with a 3 year review date.

## **8.2 Access to Information Policy**

The Management Committee approved the above policy with a 3 year review date.

## **9.0 SOUTH ROGERFIELD**

9.1 Management Committee discussed the contents of the report presented by Director. After discussion the Management Committee approved not to change their exit strategy from South Rogerfield, they commended Glasgow City Council and the Residents Association on their efforts to improve the area but it was agreed that it was not in the Associations best interests to be involved with this.

## **10.0 TENANT SATISFACTION SURVEY – ACTION PLAN**

10.1 Director advised that despite many efforts the Consultant who had undertaken the Tenant Satisfaction Survey could not move forward with the focus groups that Management Committee requested to further investigate any concerns highlighted within the survey. Due to Covid-19 the tenants who had expressed an interest would not engage even with remote engagement.

Management Committee noted this.

## **11.0 BLAIRTUMMOCK & ROGERFIELD OPPORTUNITIES**

### **11.1 BRO Board Membership**

Management Committee approved Rosemary Hemphill and Neil Patterson as Independent Board Members of BRO.

### **11.2 BHA Representation at BRO AGM**

Management Committee formally approved Margaret Pirrie and Tracy Slaven both as BHA's representation on BRO Board.

## **12.0 REMOVAL OF BULK UPLIFT SERVICE BY GLASGOW CITY COUNCIL (GCC)**

12.1 Previously discussed under Agenda Item 5.

## **12.0 REPRESENTATIVE BODIES FEEDBACK**

### **12.1 EVH**

Monthly update within papers.

### **12.2 EHRA**

Monthly meeting on Wednesday 9<sup>th</sup> December.

### **12.3 SFHA**

Continue to offer guidance and training to Associations.

### **12.4 SHR**

Link to Landlord Report & Email on Coronavirus Guidance contained within papers. Monthly return will be submitted in relation to performance during Covid-19.

### **12.5 SHARE**

Training information continues to be emailed as and when received. Anyone interested in any course to advise PA/Office Manager.

## **13.0 CORRESPONDENCE REPORT**

13.1 The following correspondence received was reported on in the papers as follows:

- McInally Associates Ltd - Proposal of Application Notice
- Kevin Stewart MSP & Cllr Whitham - Covid-19 Pandemic and Scottish Government

Both noted.

## **14.0 ANY OTHER COMPETENT BUSINESS**

### **14.1 Management Committee Quiz**

Chairperson offered to host a quiz as a way of bringing the Management Committee together after a year of difficult

and different ways of working together. Management Committee agreed that they would enjoy this. Date to be organised and then advise PA/Office Manager to issue invitations via Zoom or Microsoft Teams.

#### 14.2 **Thank You**

Director and Chairperson thanked all Management Committee for all their hard work and efforts throughout the year during such uncertain times.

**As there was no further business to discuss the meeting closed at this point.**

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Della McKelvie  
November 2020

**Chairperson:** \_\_\_\_\_