

Blairtummock Housing Association

Minutes of the Management Committee hybrid meeting held on Thursday 25th August 2022 @ 6pm at 45 Boyndie Street and via Microsoft Teams due to Covid 19

Present:

Irene Black
Gordon McGlone
Andrea McLachlan
Donna Miller
Margaret Pirrie
Gary Wood, Chairperson

In Attendance:

Steven Cunningham, Alexander Sloans
Catriona Jamieson, Observer
Donna Lang, Observer
Della McKelvie, Office Manager (Mins)
Jacqui O'Rourke, Director
Linda Russell, Finance Manager

Prior to the start of the meeting the Chairperson, welcomed the Steven Cunningham, Auditor and Catriona Jamieson and Donna Lang as observers. It was also agreed that due to Auditors attendance the order of the agenda would be changed.

Action

1.0 Apologies

1.1 Apologies received on behalf of Betty McGill and Tracy Slaven.

5.0 Report & Financial Statements for the Year Ended 31st March 2022

5.1 Committee noted the following:

- Association has a Revenue of £3,254,299
- Association has Operating Costs of £3,106,966
- Association has an Operating Surplus £147,333
- Actuarial gains on defined benefit pension plan £272,537
- Total Comprehensive Income of £387,755
- Net Assets £11,645,553

5.2 Steven requested that Management Committee read Note 30 Contingent Liability as this is a new note and relevant to pension scheme.

5.3 Steven stated that the accounts were a true and accurate statement thanked the Association with their assistance during the audit.

5.4 The accounts were approved by Management Committee. The Chairperson, Treasurer & Secretary were authorised to sign them off.

6.0 Blairtummock HA Letter of Representation

Management Committee approved the contents and signing for Letter of Representation.

7.0 Alexander Sloans – Management Letter

7.1 Management Committee noted the two issues raised in the Management Letter:

- Signing of Declaration of Interest Forms
- Calculation of Loan Covenants in the business plan is different from in the management accounts

Steven Cunningham and Linda Russell both left meeting at this point.

7.2 As Linda Russell, Finance Manager left the call before advising of Association's response to Management Letter the Director requested approval for the Finance Manager to respond stating that we will ensure all forms are completed in future and loan covenants will be reviewed to ensure correct in both documents. **LR**

2.0 Declarations of Interest

2.1 Donna Miller, Andrea McLachlan and Gary Wood all declared an interest in BRO.

2.2 Donna Miller, Gordon McGlone and Margaret Pirrie declared an interest in the Lessons Learned report regarding Area 1.

3.0 Minutes of Previous Meetings:

3.1 Office Bearers – 23rd June 2022

The above minutes were approved by Gary Wood and seconded by Margaret Pirrie.

3.2 Management Committee 30th June

The above minutes were approved by Donna Miller and seconded by Gordon McGlone.

4.0 Matters Arising

4.1 Update on GCC Temporary Furnished Flats

Two properties are in the process of being returned. The Association were requested to grant 60% of our offers to Section 5 Referrals throughout this year, Association have declined to do so.

4.2 Assault Conviction

After lengthy discussion it was agreed that the Association would not proceed to recover tenancy due to Solicitors advice. It has been 2 years since the incident and no further incidents have occurred, tenant has also lost their job and been convicted and sentenced to community payback.

Management Committee agreed to write to tenant to advice that this behaviour will not be tolerated and if any future incidents occur they will proceed to court to recover the tenancy.

8.0 BRO Update

8.1 Management Committee discussed above report, it was agreed that hire of community hall for events should be advertised on Twitter. Director advised there is an issue with lack of volunteers, Donna Lang advised that she was interested in volunteering. Office Manager to pass email to Community Regeneration Manager to follow up.

DMcK

9.0 Quarterly Community Regeneration

9.1 The above report was noted.

10.0 Dashboard Report: April – June 2022

10.1 Director discussed the above report, Management Committee acknowledged that Expenditure is still low due to lack of cyclical works being carried out. Once 30 year plan has been updated with costs then this will be progress with Committee approval.

11.0 Annual General Meeting Papers

11.1 AGM Papers approved for distribution, the following was agreed:

- AGM to be held in Community Hall
- Incorporate Garden Competition Awards into the evening
- Bar to be open after AGM
- Sandwiches to be provided
- All attendees to be entered into a prize draw for £50 voucher of their choice

11.2 Management Committee agreed that the Annual Report & Charter Report should be combined this year for distribution.

12.0 Benefits, Interests, Gifts & Hospitality

12.1 Management Committee noted above report.

13.0 Secretary to Report on Rules 62 – 67

13.1 It was agreed beginning the new Committee year that minutes would begin to be signed again and only use electronic signature in extreme circumstances.

14.0 Formal Complaints

14.1 Three formal complaints were received from 1st April – 30th June 2022 and no pattern noted.

14.2 Management Committee acknowledged the compliments within the report.

15.0 Risk Register; Strategic Objectives & Resource Plans

15.1 Risk Register

When discussing the Risk Register the Management Committee wished the following changes:

JO'R

- Impact of external political/financial factors create threats to GHA's Business Plan – change impact when no controls to

5 from 4, also add Ukraine war to Risks & Potential Impacts.

- Affordability of BHA Rents – Add month to date added.
- Failure to meet tenant safety obligations – Change Impact to 4 and Probability to 2 after controls implemented.
- GCC cut backs have an adverse impact on the local environment and residents' quality of life – Add in the recent GCC strikes by cleansing staff.
- Reductions in BHA income and tenant ability to pay rent due to Universal Credit – Add Connect provide Energy Advisor & Money Advice services to Association in Management Controls.

15.2 Strategic Objectives

Above was noted.

15.3 Resource Plans

Management Committee noted the resource plans.

16.0 Staffing & Administration

16.1 Staff Training Plan 2021/22

It was requested that check to see if Hybrid Working for Housing Services Manager had been carried out as still marked as outstanding. Office Manager will chase up.

DMcK

Management Committee noted all the other contents of above staff training plan 2021/22.

16.2 Staff Training Plan 2022/23

Management Committee approved the above training plan.

17.0 Area 1 Backcourt Improvements Lessons Learned

- 17.1 Management Committee noted that Association disappointed with return rate; 79 tenants only 17 returned survey.

JO'R

It was agreed to respond to the tenants who were disappointed in the back courts and the comments they made regarding not wanting this, there were consultation events held prior to any plans being drawn up and opportunities for tenants to comment on proposed plans and no objections were raised.

18.0 Share Membership Applications

18.1 Management Committee approved the following share certificates and use of seal:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

18.2 Director advised that [REDACTED] has expressed an interest in observing at Management Committee meetings.

19.0 Representative Bodies Feedback

19.1 EVH

July monthly update distributed with papers.

19.2 EHRA

EHRA Festival was a successful and well attended event.

19.3 SHR

Annual Assurance Statement Letter and Link to lessons learned reports all included within papers.

19.4 SFHA

SFHA weekly now distributed to iPads,

19.5 SHARE

Training emails issued to Management Committee.

20.0 Correspondence Report

20.1 There was no correspondence.

21.0 Any Other Competent Business

21.1 Property for Sale – Errogie Street

Director advised that a property has come up for sale in Errogie Street in a block that the Association owns all other properties. Management Committee granted authority for Association to put in an offer no higher than the Home Report values the property at.

21.2 Glasgow City Council Cleansing Strikes

Management Committee acknowledged above, it was agreed to continue to tweet information from Glasgow City Council on above to keep tenants informed, Association has already texted all tenants with link to GCC information.

DMcK

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

Della McKelvie
August 2022

Chairperson: _____