

## Blairtummock Housing Association

### Minutes of the Management Committee hybrid meeting held on Thursday 1<sup>st</sup> December 2022 @ 6pm at 45 Boyndie Street & via Microsoft Teams

#### Present:

Irene Black  
Catriona Jamieson  
Donna Miller  
Mandy Morgan  
Betty McGill  
Margaret Pirrie  
Gary Wood, Chairperson

#### In Attendance:

Della McKelvie, PA/Office Manager (Mins)  
Jacqui O'Rourke, Director  
Linda Russell, Finance Manager (Part)  
Jason Thet, Observer

**It was agreed to change the order of agenda prior to start of meeting.**

#### Action

#### 1.0 Apologies

1.1 Apologies received on behalf of Donna Lang, Gordon McGlone and Michelle Mitchell.

#### 2.0 Declarations of Interest

2.1 All Management Committee with exception of Mandy Morgan declared an interest in the rent increase.

2.2 Irene Black & Margaret Pirrie declared an interest in Easterhouse Parish Church Clubs.

#### 3.0 Minutes of Previous Meetings:

##### 3.1 BRO AGM – 19<sup>th</sup> October 2022

The above minutes were for information only.

##### 3.2 BRO – 19<sup>th</sup> October 2022

The above minutes were for information only.

##### 3.3 Management Committee – 27<sup>th</sup> October 2022

The above minutes were approved by Irene Black and seconded by Betty McGill.

### 3.4 **Management Committee – 3<sup>rd</sup> November 2022**

The above minutes were approved by Irene Black and seconded by Gary Wood.

### 3.5 **Housing Management & Maintenance Sub-committee – 8<sup>th</sup> November 2022**

The above minutes were approved by Gary Wood and seconded by Betty McGill.

### 3.6 **Finance & Audit Sub-committee – 9<sup>th</sup> November 2022**

The above minutes were approved by Donna Miller and seconded by Margaret Pirrie.

## **5.0 & 6.0 Draft Budget & Rent Consultation Proposal**

5.1 Finance Manager presented Management Committee with a draft budget, highlighting that this may change when Committee discuss what they wish to do with planned works etc.

5.2 FM advised that the following assumptions were made in the 5 year budget:

- Income Increases assumed as follows:

Year 1 - 5%; Year 2 - 5%; Year 3 - 4%; Year 4 - 4%;  
Year 5 – 4%

- Expenditure Increases assumed as follows:

Year 1 – 10%; Year 2 – 7%; Year 3 – 4%; Year 4 – 4%;  
Year 5 – 4%

The Association have been in contact with other organisations who are also using the same assumptions.

5.3 The FM went through the budget and the following was highlighted:

- SDM – Fees increase to £32,000 next year which is nearly double after a recent takeover of the business. Management Committee noted that 1 years notice has to

be served to SDM and wish the Director to investigate other housing software providers.

- Cyclical painterwork costs over next 5 years.
- Assumptions for bank interest up 4% each year.

Finance Manager reiterated that everything is best guess at present but if Committee have any queries to not hesitate to contact to discuss.

**Linda Russell left the meeting at this point.**

5.4 Management Committee agreed the following:

- Year 1 – Catch up works – this is works not completed due to Covid and reset from there.
- Complete transparency with tenants in regards to works etc. particularly during the rent consultation process, also highlight current rent freeze and the uncertainty around what Scottish Government plans next – Director advised Committee that a leaflet is being drawn up at present Update on Rent Charges for 2023/2024
- Following items to be removed from 30 year plan – cellar doors; tv aerials; pathways these are all works that can be part of day to day expenditure.
- Partner work to be prioritised
- Look at bad debit provision
- Pause backcourt works, reinstate at Year 3 starting with next Blairtummock backcourt already in consultation and others to follow
- Present two budgets in January – one with above changes and one without

## **11.0 AOCB**

### **11.1 Eviction Report**

It has previously been agreed that Eviction Reports would not be left until the end of the meeting to be discussed and would be discussed prior to Matters Arising.

The above report was distributed to all Management Committee Members in attendance.

The 18 year old tenant has had the tenancy for 11 months and has arrears £2,762.48 (The Scottish

Government's eviction moratorium does not apply as provisions within the legislation permit evictions where arrears are over £2500).

Tenant was referred to a local Youth Housing Project (Gener8) at start of tenancy and has accessed the Association's Welfare Benefits service. Tenant is very difficult to engage with and ignores correspondence and attempts at contact.

After discussing the contents of the report Management Committee approved the Eviction unless payment in full is made prior to this.

All reports were returned to the table.

## **4.0 Matters Arising**

### **4.1 Update on GCC Temporary Furnished Flats**

One of the other properties that was to be returned has been delayed, the property the tenant was moving into was flooded hence the delay.

An additional property has been requested back due to the anti-social behaviour of the tenants. Housing Management Team have previously carried out joint visits and expressed concerns with the tenant but anti-social behaviour has continued.

### **4.2 Review Day Update**

Management Committee advised that this review day was very informative and an eye opener to what is happening within the sector and in general with cost increases.

## **7.0 Policy Reviews**

### **7.1 Credit Card Policy**

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

### **7.2 Treasury Management Policy**

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

## **8.0 Health & Safety Sub-committee**

### **8.1 Health & Safety Audit**

Management Committee were presented with the report on the recent Health & Safety Audit carried out with ACS. This was the first audit carried out since the return to the office from Covid. Approval was granted for the Chairperson to sign the Health & Safety Manual which was outstanding. An action plan of outstanding issues from report will be drawn together for staff to work through.

### **8.2 Health & Safety Manual – Safety Audit**

The Management Committee noted the contents within the Safety Audit and acknowledged that this had previously been presented to staff meeting.

### **8.3 Health & Safety Manual – Safety Records**

The Management Committee noted the contents within the Safety Records and acknowledged that this had previously been presented to staff meeting.

### **8.4 Health & Safety Manual – Letter Bombs**

The Management Committee noted the contents within the Letter Bombs and acknowledged that this had previously been presented to staff meeting.

### **8.5 Health & Safety Manual – Gas Safety**

The Management Committee noted the contents within the Gas Safety and acknowledged that this had previously been presented to staff meeting.

8.6 Director advised that the Health & Safety walkabout arranged had been cancelled as Gordon had to submit apologies tonight due to work commitments. This will be carried out next month.

## **9.0 Representative Bodies Feedback**

### **9.1 EVH**

Monthly update included within papers.

EVH have extended the date of returns for salary offer as Union requested due to postal strikes, Director will advise outcome once known.

## 9.2 **EHRA**

Michael Cameron attended recent meeting and discussed current rent freeze and difficulties for Association's with price increase/cost of living increases.

## 9.3 **SFHA**

In discussions with Scottish Government regarding rent freeze.

## 9.4 **SHR**

Scottish Housing Regulator issued guidance on health and safety in regards to mould/dampness after recent case in England.

## 9.5 **SHARE**

Training information issued when received, Director reminded Committee to contact Office Manager if they wish to go on any training.

## 10.0 **Correspondence**

10.1 Easterhouse Parish Church, Boys Brigade sent a letter for £250 donation towards their Christmas trip. Management Committee approved this donation.

## 11.0 **Any Other Competent Business**

### 11.2 **Citrus Energy**

Director advised new costs from Citrus Energy of £28,627 for electricity supply for door entry systems was received. Management Committee approved these.

### 11.3 **Tenant Satisfaction Survey**

Director distributed a report on above.

Management Committee discussed the report and agreed that after using both Research Resource & Knowledge Partnership the preferred researcher would be Research Resource. They were very clear with tenants on what services the Association do and do not supply e.g. bin collection is a GCC service not BHA.

#### 11.4 **January Management Committee Meeting**

Chairperson, Gary Wood submitted apologies for the meeting on 12<sup>th</sup> January 2023.

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

**Della McKelvie  
November 2022**

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