

## Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 24 August 2023

18:00hrs

### Minutes

<b>Present:</b>	C Burns	I Smith	D Brown (Remotely)
	A Peden	W Noon (Remotely) left meeting at 19:05	
<b>In Attendance:</b>	S Macintyre	J Daisley (minutes)	P Long, FMD
	S Beattie, CT	J Cloherty, SHARE	

	<b>Agenda Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from R Russell, G Watson, J Kelly and A Smith.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>W Noon advised the Committee of his intention to step down from the Committee at the end of the calendar year.</p> <p>S Macintyre advised the committee that A Smith has resigned from the Committee with immediate effect.</p>	
<b>3.</b>	<p><b>3.1 Minutes of Management Committee Meeting (held on 22 June 2023)</b></p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 22 June 2023 by I Smith and seconded by A Peden.</p> <p>The committee agreed that contributions made by individual committee members will be anonymised in future minutes. This was one of the recommendations made by P Gallagher as part of the options appraisal process.</p> <p>S Macintyre will discuss this with J Daisley.</p> <p><b>3.1 Minutes of Special Management Committee Meeting (held on 3 August 2023)</b></p> <p>The last paragraph of page 4 should read P McNeill suggested.</p> <p>It was agreed that S Macintyre would include further detail of the discussion and challenges made by committee to some of the assumptions presented by P McNeil at the meeting. S Macintyre</p>	

	<p>agreed to redraft the minute before sending to the Scottish Housing Regulator (SHR).</p> <p>The committee had further discussion regarding the special meeting and agreed that the focus of the Association is a Transfer of Engagements to another provider.</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 3 August 2023 by W Noon and seconded by I Smith.</p> <p><b>3.2 Actions/Decision List from Meeting held on 22 June 2023</b></p> <p>S Macintyre advised that all items on the list had either been completed or would be discussed at tonight's meeting.</p>	
<b>4.</b>	<p><b>4.1 Matters Arising</b></p> <p>There were no matters discussed.</p>	
<b>5.</b>	<p><b>Health &amp; Safety and Cyber Security</b></p> <p>No report.</p>	
<b>6.</b>	<p><b>Correspondence</b></p> <p><b>6.1 GWSF – August update</b></p> <p>This was included for Committee's information.</p> <p><b>6.2 GWSF – Members Briefing on SHR consultation</b></p> <p>This was included for Committee's information. S Macintyre advised that a further update from GWSF had been emailed to committee.</p> <p><b>6.3 EVH – Members Report August</b></p> <p>This was included for Committee's information.</p>	
<b>7.</b>	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Membership Report</b></p> <p>J Daisley advised the committee of four membership cancellations. Two due to members not attending, submitting apologies or exercising a postal vote for 5 AGM's as per the Rules of the Association. One as the tenant had passed away and one where the member had moved away and had not provided a forwarding address.</p>	

	<p><b>7.2 Annual General Meeting Arrangements</b></p> <p>J Daisley advised committee the AGM will take place at the Association's office on Thursday 14 September 2023 at 5pm. A copy of the agenda was included in the report. Under rule 39.1 one third of the committee are obliged to retire each year. Under the one third provision R Russell, W Noon and D Brown will stand down at the AGM. These members can stand for election without nomination.</p> <p><b>7.3 Assurance Statement Baseline Review Report</b></p> <p>S Macintyre discussed the report as A Cameron, Quinn Internal Audit was unable to attend the meeting. A Cameron reviewed the 7 Standards of Governance and Financial Management. The report shows that the Association is compliant and suggests areas where improvements can be made. Page 6 Standard 5 action point 13. Review the EPB policy as it has passed review date. S Macintyre confirmed that the policy had been reviewed by committee in March.</p> <p><b>7.4 Membership Policy Review</b></p> <p>S Macintyre confirmed that there were no proposed changes to the policy. However, he proposed to redraft section 2 to reflect Association's current position. The policy will be brought back to committee for approval.</p>	
8.	<p><b>Strategy/Development</b></p> <p><b>8.1 Strategic Options Appraisal Report</b></p> <p>S Macintyre discussed the report which had been included in the committee papers.</p> <p>He advised that he expected to have a draft copy of the Asset Management Strategy for the October committee meeting.</p> <p>He asked if any members would want to be involved in a working group to oversee the process of finding a replacement provider for Director Services. I Smith, D Brown, R Russell and C Burns indicated that they would like to be involved.</p> <p>J Mulholland has offered to meet with committee members to answer any questions if this would be helpful.</p> <p>S Macintyre will meet with L Baird who was involved in the options appraisal for advice on drafting an appropriately worded information sheet which, will be issued to tenants to reassure and advise them of our intentions.</p> <p>Copies of the options appraisal report will be issued to our stakeholders. The SHR has asked for a copy of the minute of the special committee meeting.</p>	

9.	<p><b>Staffing</b></p> <p><b>9.1 Staffing Report</b></p> <p>No Report.</p>	
10.	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Annual Accounts Summary</b></p> <p>This was included for committee's information.</p> <p><b>10.2 Surplus Reconciliation</b></p> <p>P Long discussed the surplus reconciliation. The Management Accounts to 31 March 2023 showed a surplus of £66,916 and the Annual Accounts show a deficit of -£5935. The reconciliation shows adjustments made since the Management Accounts were presented to committee.</p> <p><b>10.3 Audit Summary Report</b></p> <p>S Beattie presented the Audit Summary Report to committee. He advised that CT have given an unqualified opinion on the financial statements of the Association. The financial statements show a fair and true view.</p> <p>S Beattie discussed the accounting and audit risks and responses identified at the planning stage of the audit and discussed the following:</p> <p>The auditors are satisfied that the going concern assumption in the accounts is appropriate and that the Association can continue to meet obligations as they fall due.</p> <p>Bank covenants continue to be complied with and there are no concerns in this continuing for the next 5 years.</p> <p>The auditor is satisfied that the income is not materially misstated.</p> <p>There were no control issues arising in the current year that should be brought to the Committee's attention.</p> <p><b>10.4 Annual Accounts to 31 March 2023</b></p> <p>P Long discussed the Annual Accounts to 31 March 2023.</p>	

<p>The Statement of Comprehensive Income shows an increase in Revenue which is due to the new development at Aspen Place. Interest received and payable have also increased due to higher interest rates. The actuarial loss on defined benefit pension plan of (43,000) give a total comprehensive deficit of (5,935).</p> <p>The Statement of Financial Position shows an increase in the Housing properties as it included the new development in Aspen Place. The cash balance has significantly decreased as the loan drawn down at the end of the last financial year has been paid to purchase the properties at Aspen Place. The balance of the loan due after more than one year is £2,741.768. The net assets of the Association are £2,549,908.</p> <p>The Statement of Cash Flows shows that there has been £2.2m decrease in cash.</p> <p><b>10.5 Letter of Representation</b></p> <p>S Macintyre will arrange for the letter of representation to be signed and return to CT.</p> <p><b>10.6 RSL Technical Guidance update</b></p> <p>This was included for committee's information.</p> <p>The committee were asked if they had any questions regarding the annual accounts. A member asked that during the additional auditing reporting requirements if the auditor had found anything that the Association could do better or improve. S Beattie confirmed that the testing did not highlight the need for any improvements to be implemented at this time.</p> <p>A member asked if the interest rates being received are being maximised. P Long advised that this would be discussed as part of the Management Accounts to 30 June 2023</p> <p><b>10.7 &amp; 10.8 Management Accounts to 30 June 2023</b></p> <p>P Long presented the Management Accounts to 30 June 2023.</p> <p>The statement of comprehensive income shows that the Association made an operating surplus of £49,872 compared to the budgeted surplus of £9,725. Net interest rates reduce the surplus to £25,940 compared to a budgeted deficit of £23,000.</p> <p>The statement of financial position shows that the net cost of the Association's housing assets is £8.4m. The cash balance is £805,076 this is higher than the budget, mainly due to a higher opening balance. The balance of debtors and creditors due within</p>	
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	<p>one year along with the cash balance give a working capital balance of £525,000. The value of the loans due after one year is £2.7m and the pension liability is £21,000 at this stage. The Association's net assets as at the 30 June 2023 amount to £2.576m. P Long discussed the interest rates received from the Association's banks. The interest rate has increased from last year. The funds are currently deposited in instant access accounts. If funds were put in a term deposit account they would attract a higher rate of interest. P Long advised that the Association is receiving a decent return on the cash balances and the Association has the benefit of being able to access funds as required. There has been slight increase in the rent arrears.</p> <p>The Association is able to comply with all loan covenants with the Bank of Scotland and the forecast outturn indicates that this will also be the case at March 2024.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Housing Management Quarterly Report to 30 June 2023</b></p> <p>S Macintyre discussed the Housing Management Quarterly Report to 30 June 2023. The rent arrears to 30 June 2023 are 4.32% which is lower than the target of 5%. There has been a slight reduction in the amount of former tenant arrears.</p> <p>There were three properties let within the quarter and one tenancy ended due to the tenant passing away. The average relet time for the properties was 75 days which was less than the last quarter but still in excess of the 28 day target.</p> <p>There were 11 complaints received about anti-social behaviour. All complaints received are followed up by the Housing Officer. A member advised that tenants can report any incidences of criminality to Crime Stoppers.</p> <p>The Allocations Policy Review – a summary of the proposed changes will be sent to all tenants via text and will be posted on the website and Facebook in a questionnaire format. A paper copy will be issued where requested.</p> <p><b>11.2 Maintenance Quarterly Report to 30 June 2023</b></p> <p>S Macintyre discussed the quarterly maintenance report to 30 June 2023. The percentage of urgent repairs completed on time is 1% below the key performance indicator target.</p> <p>The repairs expenditure for quarter one is under budget. The number of repairs reported has increased in comparison to the previous 2 years.</p> <p>The percentage of repairs carried out right for time in the quarter was 94.12% this is above the Scottish Average 88.3%.</p>	

	<p>The average number of repairs per property is 3.8 based on a total stock profile of 222 units. The Aspen Place properties are under defects until 31 July 2023.</p> <p>Eight properties are overdue an Electrical Installation Condition Report (EICR) S Macintyre provided an update on the outstanding properties.</p> <p>The Association carried out three damp/condensation repairs in the quarter. A dampness and mould policy is being drafted and will be presented to the committee for consideration and approval at the September meeting. This will take account of the most recent guidance published by SHR.</p> <p>The kitchen replacement contract – the deadline for tenders to be returned is 12 noon on 28 August 2023. The work is expected to commence in October.</p> <p>The final defect inspections of Aspen Place have now been completed. The maintenance officer has requested a copy of the final defects report from Clyde Valley.</p> <p>A member asked if there had been feedback from tenants on the window replacement contract.</p> <p><b>11.3 Quarterly Performance Report to 30 June 2023</b></p> <p>S Macintyre discussed the quarterly performance report to 30 June 2023. The report shows which targets are being met and which are below target with comments.</p> <p><b>11.4 Annual Equalities Report</b></p> <p>Model equalities data collection forms were issued to staff, committee members and existing tenants in November 2022. Forms continue to be issued to housing applicants, new tenants and job applicants as and when required. Equality Data Collection forms will be re-issued to tenants every 3 years.</p> <p><b>11.5 Policy Review Planner Sep to Dec</b></p> <p>This was included for Committee's information.</p>	
12.	<p><b>Deferred Agenda Items</b></p> <p>There were no deferred agenda items</p>	
13.	<p><b>Any Other Competent Business</b></p> <p>J Cloherty, SHARE asked committee members to return their completed survey forms if they haven't already done so. J Daisley was asked to contact a member to arrange their one to one interview with J Cloherty.</p>	

	The AGM will be held on Thursday 14 September at 5pm at the Association's office.	
<b>14.</b>	<b>Date of Next Meeting: 28 September 2023 at 6pm</b>	

**Signed as a true record by the Chairperson**

..... **Date** .....

**Copies of committee reports are available on request.**