

Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 20 August 2020 via Zoom at 17:00hrs

Minutes

Present:	L Black	R Russell	P Broadwith
	C Burns	M McGuire (left meeting at 18:30)	I Smith
In Attendance:	S Macintyre	J Daisley	P Long, FMD
	Steven Cunningham, Alexander Sloan		

	Agenda Item	Action
1.	<p>Apologies</p> <p>Apologies were received from K McMail & E Irvine.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
3.	<p>3.1 Minutes of previous meeting (held on 2 July 2020)</p> <p>Item 7.4 P Broadwith asked if we had been able to clarify if it is a notifiable event to the Scottish Housing Regulator (SHR) if the number of committee members dropped to 7. S Macintyre advised that it is not a notifiable event until the number drops to below 7.</p> <p>Item 10.1 R Russell asked about the procedure regarding the grant for the new build properties at the Woodcutter site. S Macintyre confirmed that Clyde Valley HA makes the application for the grant funding for the site. S Macintyre has invited J Mulholland to attend the next management committee meeting in September.</p> <p>P Broadwith asked if a list of abbreviations and their meanings could be added to the actions list.</p> <p>Acceptance of the minutes which had been circulated in advance was proposed as a true record of the meeting of 2 July 2020 by R Russell and seconded by C Burns.</p>	

	<p>3.2 Decision List from Meeting held on 2 July 2020</p> <p>This was issued with the committee papers and S Macintyre discussed the following items:</p> <ul style="list-style-type: none"> • Woodcutter Development site – J Mulholland will be invited to the next management committee meeting. The contractor is due to go on site on 1 October 20. • New model rules – these will be approved at the Special General Meeting (SGN) due to take place on 17 September immediately preceding the Annual General Meeting (AGM) • Tender for External Audit Services – this will be brought to the September meeting. • Charitable donation from R & J will be kept on the decision list. S Macintyre confirmed that the money will be paid direct to the Association who will decide which charity to donate the money to. <p>3.3 Minutes on New Member Sub Group (held on 21 July 2020)</p> <p>P Broadwith ask if we had issued a mailshot to tenants and members and if we had distributed posters to be displayed locally. S Macintyre advised that this had not yet been completed. P Broadwith asked for this to be added to the actions list.</p> <p>S Macintyre advised that following the advert that was published in the Scottish Housing News Channels and SFHA we have received 4 completed application forms. One is not eligible to be co-opted onto the committee. It was agreed that S Macintyre and P Broadwith should look at the other 3 applications and decide who should be invited to be co-opted onto the committee. The rules of the Association permit us to have 2 co-optees as co-opted members can't be more than 1/3rd of the Committee.</p> <p>3.4 Minutes of Policy Review Sub Committee (held on 3 August 2020)</p> <p>No items were raised.</p>	
4.	<p>Matters Arising</p> <p>S Macintyre advised that all matters arising had already been discussed.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>5.1 Corona Virus Update</p>	

	<p>S Macintyre discussed the report that was issued with the committee papers. S Macintyre advised that the Association is completing monthly returns to the Scottish Housing Regulator (SHR) which can be viewed online. The Annual Assurance Statement (ASS) will be brought to the next committee meeting as these should be submitted to SHR by 31 October 2020. The Charter Return and publication of Annual Reports for Tenants is due to be issued by 31 October, both of these could be extended following the publication of the SHR revised regulatory approach at the end of August.</p> <p>Following the Scottish Government's announcement today that we are not moving into phase 4 it is unlikely that the office will re-open on 14 September. The next review is due on 10 September.</p> <p>The repairs service has now opened up to routine repairs.</p> <p>P Broadwith asked if the installation of fire safety devices is delayed would this be a notifiable event to the SHR. S Macintyre advised that we will try to have the work carried out by the February 2021 deadline.</p>	
6.	<p>Correspondence</p> <p>6.1 Glasgow & West of Scotland Forum</p> <p>Correspondence was issued regarding nominations to their Board Member Elections.</p> <p>6.2 Employers in Voluntary Housing</p> <p>Information was issued regarding the pay award April 2021. S Macintyre advised that currently the existing agreement will remain in place. P Broadwith advised that he would like to pursue this matter and will discuss this further with S Macintyre before coming back to the committee.</p>	
7.	<p>Governance</p> <p>7.1 Membership Report</p> <p>A report was issued with the committee papers advising of the cancellation of 5 memberships under the Rule 11.1 where the members had not attended, submitted apologies or appointed a representative for the last 5 Annual General Meetings. One member has enquired about renewing their membership but a new application has still to be received. These cancellations will reduce the membership of the Association to 51.</p>	

	<p>7.2 Adoption of New Model Rules</p> <p>A report was issued with the committee papers. S Macintyre advised that the final wording for Rule 20 which allows future General Meetings to be held remotely has now been agreed and was included in the report. The two queries that were raised by committee have been answered in the report. Notice of the Special General Meeting is being prepared and will be issued along with a covering report explaining to members why the Association is proposing the Rule Change, this meeting will take place on Thursday 17 September 2020 and will precede the Annual General Meeting.</p> <p>7.3 Arrangements for Special General Meeting and Annual General Meeting</p> <p>A report was issued with the committee papers. K McMail and E Irvine will stand down at the Annual General Meeting (AGM) and are not seeking re-election. M McGuire who has been filling a casual vacancy will also be required to stand down at the AGM. The AGM will take place on Thursday 17 September at 5pm via Zoom, this has been recommended by Scottish Federation of Housing Associations (SFHA). Members who are unable to attend virtually should be encouraged to use their proxy to appoint a representative to vote on their behalf. S Macintyre advised the Alexander Sloan will be appointed as auditors for 2020/21. The tender for external audit services which will be brought to the September committee meeting is for the next financial year.</p>	
8.	<p>Strategy</p> <p>No report.</p>	
9.	<p>Staffing</p> <p>No report.</p>	
10.	<p>Finance & Audit</p> <p>10.1 Annual Accounts to 31 March 2020</p> <p>Steven Cunningham from Alexander Sloan presented the annual accounts to the 31 March 2020 for the committee's approval and highlighted key parts to the committee. It was noted that the statement of comprehensive income shows that revenue for the year was £994k and the operating costs were £835k giving an operating surplus of £159k, after interest and other charges the Association had a surplus for the year of £122k which was similar to last year.</p>	

<p>The statement of financial position shows that the association has non-current assets of £4m, it has £703k cash at bank, the net assets of the Association are £2.4m which has increased from £2.2m last year.</p> <p>The accounts show a true and fair view of the performance of the Association and Alexander Sloan have issued an unqualified audit opinion.</p> <p>P Long explained the reconciliation report item 10.4 between the surplus reported in the management accounts and the final accounts for the year to 31 March 2020.</p> <p>The committee asked for the following changes to be made to the accounts:</p> <ul style="list-style-type: none"> • Page 10 refer to page 9, this should be page 8 • Page 12 third line from bottom reads The the this is to be updated. • Page 5 Development Issues can this be reworded as the 25 additional units are at a different site. • Page 5 last sentence to be updated as the Association has always contributed to the service. <p>The accounts were approved by the committee and Steven Cunningham will arrange for these to be issued and electronically signed by the Secretary, Chairperson and one other committee member.</p> <p>10.2 Letter of Representation</p> <p>This requires to be signed by the Chairperson and Treasurer.</p> <p>10.3 Management Letter</p> <p>This requires to be signed by the Chairperson. It is a clean management letter this year.</p> <p>10.4 Surplus Reconciliation to 31 March 2020</p> <p>This was discussed under item 10.1</p> <p>10.5 Management Accounts to 30 June 2020</p> <p>P Long discussed the Management Accounts to the 30 June 2020. In the period to 30 June the Association made an operating surplus of £77k compared to a budgeted surplus of £20k. This is mainly due to lower maintenance costs. Reactive, cyclical and major repairs are all under budget for the period. The Association is in a good financial position and</p>	
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	<p>has cash balances of £733k. The Association is able to comply with all the financial covenants with the loans of the Co-op Bank. The rent lost from void properties has increased as no properties were let during the period. The rent arrears have increased since March 20 and it is expected that there will be further increases over the next few months. The Association has been submitting monthly returns to the Scottish Housing Regulator (SHR) to allow them to assess the impact of the corona virus on housing associations.</p> <p>R Russell asked if there was a budget for works that will be required to the office in relation to the pandemic e.g. screens, signage & personal protective equipment (PPE). P Long advised that this should be covered under the office maintenance budget.</p> <p>10.6 Internal Audit – Annual Report for 2019/20</p> <p>The report was issued with the committee papers. S Macintyre advised this should have been presented to committee in April but due to the lockdown restrictions this had not taken place. Two internal audits were completed during the last financial year and the recommendations within the report will be carried out.</p>	
<p>11. Operations</p>	<p>11.1 Housing Management Quarterly Performance Report</p> <p>S Macintyre discussed the report with the committee. There has been an increase in rent arrears for the first quarter of the year due to the impact of Covid 19. The total current arrears at the end of June were £62,131. The technical arrears for the period were £26,423 this is money due to be paid by housing benefit or universal credit. This gives a net rent arrear of £35,708 for the period. There is a time delay between benefit being claimed and the claimant receiving their benefit which increases the Association's technical arrear. P Broadwith asked if the arrears target of 8% can be removed from the graph. S Macintyre agreed that a more reasonable target would be between 4 and 5 %. P Broadwith also asked if the bar chart could be updated to show arrears due by housing benefit/universal credit.</p> <p>S Macintyre advised that no properties were let in the first quarter due to the pandemic. The void loss should start to reduce in the next quarter as lettings have recommenced.</p> <p>11.2 Maintenance Quarterly Performance Report</p> <p>S Macintyre discussed the report with the committee. The number of repairs carried out in the first quarter has reduced due to lockdown</p>	

	<p>restrictions. All gas services due in quarter 1 have been completed. No gas servicing audits were completed in quarter 1 and this will not recommence until we enter phase 4 of lockdown. No pre or post inspections were carried out during the quarter 1 due to the lockdown restrictions.</p> <p>C Burns advised that the variance column on the spend table is not correct. This has to be updated.</p> <p>P Broadwith asked if the total on the number of reactive repairs carried out for 2020/21 could be clarified (page 2).</p> <p>Electrical testing was placed on hold during quarter 1. This is due to commence on 1 September 2020. The Association has 90 properties that have an outstanding electrical inspection. P Broadwith asked if this is a notifiable event to the SHR. This has to be added to the actions list for the next meeting.</p> <p>No stage 3 Medical Adaptations have been carried out in the first quarter.</p> <p>Tenant satisfaction letters were not issued in the first quarter due to the lockdown restrictions.</p> <p>C Burns queried the 55 properties that do not meet the Scottish Housing Quality Standard (SHQS) due to no door entry system being fitted on close entrance doors. S Macintyre advised that we have an abeyance for these properties as we do not have a majority share and therefore are unable to carry out the work.</p> <p>R Russell asked ow we pay item 6. Landscape Maintenance Contract. S Macintyre advised we only pay for any visits they carry out. J Daisley to check if any payments have been made for quarter.</p> <p>P Broadwith asked about discussions the Association had previously with North Lanarkshire Council (NLC) regarding door entry systems and communal works. This has to diarised for a date in the future.</p>	
<p>12.</p>	<p>Deferred Agenda Items</p> <p>No items were deferred.</p>	
<p>13.</p>	<p>Any Other Competent Business</p> <p>R Russell asked if a date had been agreed for O Gaffney, SHARE to carry out her committee appraisal report. S Macintyre advised this will take place on Thursday 27 August at 5pm via Zoom, invitations will be issued.</p> <p>P Broadwith advised that he was waiting for feedback from O Gaffney. S Macintyre advised this would be issued to him directly from O Gaffney.</p> <p>P Broadwith asked if charitable donations could be discussed at the next meeting.</p>	

14.	Date of Next Meeting: Thursday 24 September 2020 at 5pm	

Signed as a true record by the Chairperson

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Copies of committee reports are available on request.