

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 26TH AUGUST 2019 AT 5.00PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	JEAN LUNN	SECRETARY
	CLARE O'DONNELL	COMMITTEE MEMBER
	ANDY WHITE	CO-OPTEE
	RACHEL COOPER	CO-OPTEE
	MARK SHANNON	COMMITTEE MEMBER
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Director advised that she had received notification from Frances McEwan of her intention to retire at this years AGM. Committee expressed their sadness at this however they fully understood Frances' reasonsfor retiring due to ill health.

1.1 Apologies

Apologies received from;

FRANCES McEWAN	COMMITTEE MEMBER
LYNDA MULHOLLAND	TREASURER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 24th June 2019

The minute of the Management Committee meeting held on 24th June 2019 was proposed by Mark Shannon and seconded by Alan Brown.

3.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that all items contained within the actions tracker are now closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Draft Annual Financial Statements & letters to 31st March 2019

Committee noted content of report (copy available).

The Finance Agent went over the income and expenditure for the year ended 31st March 2019. The Finance Agent advised that the association was in a good financial position. He further advised that the text relevant to the 'Management Committee Report' section has been provided to the auditors and will be contained within the final version of the accounts.

Committee considered the recommendations made and agreed as follows:

- The annual financial statements to 31st March 2019 were approved.
- The Management Committee considered and discussed the Management Letter from the external auditors in respect of their audit to 31st March 2019. They were satisfied with the content.
- The Finance Agent was instructed to draft a response to the management letter thanking the auditors for their services.
- Committee considered and approved the Letter of Representation and signing by the Chairperson along with accounts at the AGM.

5.2 Management Accounts to 30th June 2019

Committee noted content of report (copy available). The Finance Agent went over the content of this report drawing Committee's attention to turnover, operating cost, current and net assets creditors due after one year and budgets. He advised that taking all of this information into consideration the Association has a strong balance sheet. Committee approved the Management Accounts to 30th June 2019.

Clark Davidson left the meeting at 5.40pm

5.3 Donations Register Report

Committee noted that £750 of donations were made in the first quarter of this financial year and the remaining budget stood at £2,250.00.

5.4 Glenbarr St Private Finance

The Finance Agent advised Committee that he had planned to draw down the private finance for this project by 31 May to avoid Non Utilisation fees. However, this proved to be too tight a timescale and the loan was finally drawn down on 24th June 2019 resulting in a non-utilisation fee of £737.90 being incurred.

The Finance Agent confirmed that the funds were initially transferred to Spire View's current account and then into the Deposit Account. Subsequently these funds were transferred to a 95 Day Deposit Account and an Instant Access Deposit account with Nationwide Building Society which has already returned £872.94 in interest to 31/7/19. This was done in accordance with the Treasury Management Policy after comparing the market and obtaining the best available rates. It was further confirmed that the Association has a balance portfolio with regards to deposits between the Clydesdale and Nationwide.

Repayment of the loan facility has recently commenced and these payments have already been factored into the approved 2019/2020 budget.

6. DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Progress Report to 30th June 2019

The Director went over the report detailing progress against KPI's Delivery Plan and Risk. The Director pointed out that overall performance is looking quite strong in the first quarter and where targets have not been reached performance is still positive and not hugely out with target and can be improved upon throughout the year. It was confirmed that the correct figure for '% rental income lost from empty properties' was 0.17% at 30/6/19.

Committee was also satisfied with the progress reported in the delivery plan and risk reports. The Director pointed out that the Investment Strategy was on the agenda for this meeting and the Asset Management Strategy will be presented for consideration in September 2019.

6.2 Spire View Community Hub

The Director confirmed that although there are some issues remaining with gaining our final building warrant the official opening event at the Hub took place on Friday 16th August 2019. The Director advised that building control won't issue the building warrant until some additional works have been undertaken. Building Control has requested that on opening the Hub the 4 external fire escape door shutters rise simultaneously to prevent risk. Work has been instructed and parts required have been ordered. There is a 3 week lead in time. . Once this work is complete building control will carry out another site visit to reassess. Once final building warrant approval has been granted, the building will be opened and ready to let to the public.

The Director advised that there has been a lot of interest with regards to letting the various halls for regular lets and birthday parties. Pollok Credit Union has also advised that they would like to rent desk space twice a week for full days starting 1st October 2019.

A Committee Members advised that the Department of Social Security are looking for new premises and may be interested in taking on new lets. The Director thanked the Committee Member for this information and advised that she will instruct the Housing Manager to look into this further.

The Director advised that there have been some issues with the alarm system at the Hub with 6 call outs over the weekend however this has been raised with the contractor and hopefully resolved.

The Director advised that although we do not currently have building warrant we were able to hold our official launch following a risk assessment being carried out.

The total capital cost of the new building was projected to be £2,068,834 and this would have meant the project would have been fully funded. However, the most recent cost report (no.15) indicates a potential over spend of £142,000. This is a slight increase since the last costs report due to the current works being carried out with the shutters.

Whilst the design team has expressed confidence in disproving some risk items the Director felt it would be appropriate to remind Committee of the worst case scenario that the association may have to pay the above overspend.

6.3 Staffing Update

The Director advised that following the resignation of our Finance Assistant a job advert has been drawn up and went 'live 'with EVH and S1 Jobs on 23rd August 2019. Depending on how many applications are received EVH may carry out some shortlisting and cut the applications down to a manageable amount to be shortlisted internally. The Chair and Vice Chair, along with 2 Copperworks Office Bearers, will be involved in the selection process and it is hoped that interviews will take place the week commencing the 30th September 2019.

Candidates may need to work a notice period with their current employer and we would be hopeful of having a new permanent Finance Assistant in place by the beginning of November 2019.

6.4 Complaints Handling Report to 30th June 2019

Committee noted that 5 stage 1 complaints were recorded in the 1st quarter of the financial year (March – June 2019) and had all been resolved within timescales.

6.5 Membership Report

There were 2 new membership applications this month.

Michelle Morris 7 James Nisbet Street 3-3
Joanne Toy 82 Rhymer Street

The applications for membership were approved and permission granted to use seal.

6.6 Secretary's Letter

Committee noted the content of the letter submitted by the Secretary of the Management Committee.

7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Insurance Report – Annual Update

The Depute Director advised that she is currently progressing the Insurance Policy renewal process and will update Committee fully in September 2019, prior to the renewal date on 30/9/19.

7.2 Planned/Cyclical Maintenance Report

The Depute Director went over the current kitchen and boiler replacement programme, spend to date and the overall spend against budget. Committee was also updated on planned year 6 painter works which will include render and window works at 73-85 James Nisbet Street. These works are being progressed as part of the investment strategy which will be reported at item 7.4 on the agenda.

7.3 Glenbarr Street New Build

The Depute Director advised that demolition of this site is now underway and a meeting will take place on 2nd September 2019 to discuss the program of works. This will be reported in full to Committee in September 2019.

The Depute Director confirmed that since demolition is underway, the building will now be removed from the Rates Register and the Association's liability will cease. The Depute Director drew attention to the Planning Decision Notice and pointed out that there were some conditions to which the association must adhere. Our architect is working with DRS and the Planning department to resolve these issues.

The Depute Director confirmed that further community consultation will be progressed once a formal programme has been provided.

7.4 Investment Strategy

The Depute Director went over the procedure undertaken to put together the investment strategy and explained that during the self-assessment process a weakness was identified in relation to Regulatory Standard 2 '*The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities*'. From this weakness we agreed better investment information/investment plans be published in order to further bolster openness and transparency. Therefore the Depute Director has been working to address this weakness. As part of this a stock condition survey was carried out which provided updated information in relation to the condition of our properties and this fed into 30 year projections which determined the investment required to the properties over this time period. All this information will be made available on our website in the near future with relevant information published in future newsletters.

Since receiving this documentation the Depute Director advised that she has been working alongside the our Development Consultant and Finance Agent to produce a 5 year investment plan and revised 30 year projections. The Finance Agent has run these figures and has confirmed that that this investment programme is financially sustainable.

Committee discussed this matter and approved the proposed 5 year Investment Strategy and instructed the Depute Director to progress the consultation/information process. Committee further agreed in principle the programme of planned works contained in the Strategy, on the understanding that a revised budget will be presented in September 2019.

7.5 Gas Annual Servicing / Reactive Maintenance Contract Tender

Committee considered the report detailing the 5 companies that tendered for the Gas Annual Servicing / Reactive Maintenance Contract and unanimously agreed to appoint James Frew (Gas Sure) for a 3 year period from 1st October 2019 to 30th September 2022 with an option to extend the contract for a further 2 years.

It was noted that James Frew have also offered an apprenticeship opportunity and details of this will follow for publicising locally.

8.0 Housing Manager Reports

8.1 Housing Management Performance to 30th June 2019

Committee noted that rent arrears increased slightly in April 2019 however these reduced again by the end of June 2019 when the figure stood at 1.69% which was still within the 2% target. The total arrears target (current tenant arrears and former tenant arrears combined) is set at 3.0% and at the end of June, the performance stood at 2.54%. Former tenant arrears stood at 0.85% against a target of 0.90%.

The Housing Manager went on to report that unfortunately we have exceeded our target of 8 days turnaround time on void properties and this figure stood at 11.71 days at the end of June 2019. Whilst this is a disappointing result, both the Housing Manager and the Depute Director have spoken with their teams and would hope to bring this figure back in line during the next quarter.

8.2 Estate Management Review

Committee considered the content of this report and discussed the associated costs and financial implications. Committee requested further information prior to making a decision. The Housing Manager was requested to provide a detailed report of Estate Management performance over the last quarter and the Finance Agent should be asked to provide revised 30 year projections that includes a scenario option of providing close cleaning and garden maintenance for all properties.. Staff agreed that this would be reported again with all the supporting documentation in September 2019.

All of this information will be considered alongside the proposed rent review for 2020/2021.

9.0 Policy Review

9.1 Domestic Abuse Policy

Committee approved the adoption of the proposed Domestic Abuse Policy presented.

9.2 Membership Policy Review

Committee considered the revised draft Membership Policy. The Director brought Committee attention to the revised membership application form for consideration. Committee agreed to the adoption of the revised Membership Policy and application for implementation.

9.3 Whistleblowing Policy Review

Committee considered the revised draft Whistleblowing Policy. Committee agreed to the adoption of the revised Whistleblowing Policy for implementation.

9.4 Protocol for Reporting Notifiable Events

Committee agreed the adoption of the revised Protocol for Reporting Notifiable Events for implementation.

10.0 DATE & TIME of NEXT MEETING

The AGM will take place on Thursday 19th September 2019 at 6pm in Roystonhill Community Hub. Thereafter the next Management Committee meeting will take place on Monday 23rd September 2019 at 5.00pm.

11.0 AOCB

11.1 Training Reminder

The Depute Director reminded all Committee Members present that she will be running a Committee training session on Tuesday 4th September 2019 at 5.30pm in the office on 'Questions you should be asking Maintenance'. A Committee Member submitted his apologies for this session as he was unable to attend.

11.2 Fundraising

The Director advised that a local young person Ben Tibbs grandson of the late Billy Tibbs had recently approached the association with an idea to climb Ben Lomond in order to raise funds to purchase a defibrillator which he then hoped to locate in an accessible cabinet at the new Community Hub. The

The Director advised that purchasing a defibrillator was something we had been hoping to source funding for and this was a coincidence as well as a very nice gesture. The Corporate Governance Officer advised that she had a sponsor form should anyone wish to contribute.

11.3 Triangle Site

A Committee Member raised an issue with local youths using quad bikes at night and at weekends and a recent incident involving vandalism at Copperworks Triangle Site. Committee discussed this and asked staff to pass on their regret to Copperworks Committee that this incident took place. The Director advised that the Housing Management team had already contacted the police and were hopeful to be able to make a positive identification of the culprits in order to tackle this issue.

11.4 Retirement

Committee expressed their sincerest thanks to Jean Lunn for over 30 years of dedication and hard work to the local community. Jean recently decided to retire from her position as Committee Member and Secretary at this year's AGM and Committee expressed their thanks and advised that she would be missed.

Meeting closed at 6.55pm
Minutes taken by Gillian Spence

I certify that the above minute has been approved as a true and accurate reflection of the proceedings

Signed (Chair) _____
Date _____