

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 25TH JUNE 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER (from item 5.4)
	ANGELA HEANEY	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER (ZOOM)
	MARY GIBSON	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER (from Item 5.5)
IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	JORDAN HENDERSON	FINANCE MANAGER

Maureen Flynn chaired this meeting.

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The Vice Chairperson welcomed everyone to the meeting.

1.1 Apologies

CHARLIE LUNN	CHAIRPERSON
CRAIG ALLAN	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 21st May 2024

The Minute of the Management Committee meeting held on 21st May 2024 was approved by Committee.

2.2 Minute of Management Committee Meeting 28th May 2024

The Minute of the Management Committee meeting held on 28th May 2024 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there was one open item contained within the action's tracker. The Director advised that this item was wrongly recorded, and it should state 'Health & Safety Audit Action Plan update to be provided' The Depute Director advised that this document is currently being reviewed and a full update on this matter would be provided at the August Committee meeting. Committee approved the amended completion date.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

5.1 Potential Transfer of Engagements (Blochairn)

The Director advised that there was no further update or movement yet on this matter. She advised that a meeting has been scheduled to take place at Blochairn on 4th July 2024 where John Mulholland from Mulholland Housing Consultancy would represent Spire View along with the Depute Director to discuss the resident safety matter. Staff are continuing to move forward with this item and will provide a full update as soon as possible.

5.2 Potential Name Change

Committee noted the content of report (copy available). The Corporate Governance Officer went over the 3 suggested names put forward by 6 Committee members since the last report. The Chairperson proposed that all Committee Members are contacted again and asked to put forward their preferred name to allow the association to move to tenant consultation. It was agreed that the Corporate Governance Officer will contact the remaining 9 Committee members before Friday 28th June 2024 and a deadline for returns would be Friday 5th July 2024.

5.3 Registers Report to 31st March 2024

Committee noted the content of report (copy available). Committee considered the extracts contained within the report in relation to Declarations of Interest, Entitlement Payments and Benefits and Notifiable Events. It was noted that there were no entries in the Fraud register during 2023-2024.

Geraldine McLaughlin joined the meeting at 5.40pm

5.4 Membership Report

Committee noted the content of report (copy available). Committee approved 7 membership applications and the use of the seal. Committee also noted a numerical error contained within the end of year figure in March 2024. The Corporate Governance Officer confirmed that at the year end the association had 272 members.

5.5 AGM Arrangements 2024

Committee noted the content of report (copy available). Committee noted the proposed date for this years AGM in Roystonhill Committee Hub is Tuesday 17th September 2024 at 6pm. 5 members are required to stand down this year; Allan Stewart, Clare O'Donnell, Craig Allan, Angela Heaney and Drew Collier. The 3 members in attendance; Clare O'Donnell, Angela Heaney and Drew Collier indicated that they would like to stand for re-election. The Corporate Governance Officer advised that she contact the remaining 2 members and confirm their willingness to stand for election again this year.

Osman Lamin Sidique joined the meeting at 5.45pm

6.0 FINANCE REPORTS

6.1 Loan Portfolio Return

Committee noted the content of report (copy available). Committee noted an error at 3.1 where the date should read 30th June 2024 and not 1st July 2024 and again at 4.3 where the date should read 31st March 2024 and not 31st March 2023. Committee also noted errors contained within the loan Portfolio Return and the Finance Manager confirmed the following;

Number of units – 852 and not 853 as stated
Number of units used for security 690 and not 741 as stated
Number of unencumbered units 162 and not 112 as stated.

The Finance Manager apologised for these errors and advised that this information would be updated prior to submission. Committee approved the submission once these errors have been corrected.

6.2 Treasury Management Report

Committee noted the content of report (copy available). It was noted that section 3.1 should read 'September 2023' not 2024. In addition, at section 4.8, it should read '*This means we have 162 housing units (19%) unencumbered.....*'.

The Finance Manager went over the background of this report. He went over the Treasury Management Strategy for 2024/25, any management issues, the current portfolio position, loan covenants and the borrowing strategy. He advised that overall, the association was in a strong financial position and managing risks well.

6.3 Other fixed Assets Additions & Disposals to 31/3/24

Committee noted the content of report (copy available). The Finance Manager went over the costs, depreciation, net book value and OFA additions and disposals. A Committee Member asked if a potential Transfer of Engagements went ahead would the office be big enough to cope with additional staff. The Director advised that she wasn't yet sure, however this is something that would require consideration.

6.4 Donations Register Report 2023/2024

Committee noted the content of report (copy available). Committee noted that only 1 donation can be made to any organisation in a 12 month period. The Director drew Committee's attention to two donations made to one organisation that appeared to have been made within a 12 month period. However, the approvals were more than 12 months apart and there was a delay in making payment in one instance which has led to this anomaly.

6.5 IT – Housing Software Provider

The Finance Manager advised that discussions are still ongoing with a new IT software provider. The team are due to meet this week to discuss further with the view to resolving any outstanding matters and he would hope to have a full report for Committee when they meet again in August 2024.

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director provided the following additional information;

Kitchen/Boiler Renewal Contract

Tenants are in the process of making their kitchen selections and boiler only installations are currently ongoing with no issues noted. Once all surveys have been completed and selections made, a full programme of kitchen installations will be provided.

Window Contract

Surveys have now been carried out with some issues still being considered in properties on Roystonhill/Royston Road with regards to wooden panelling on some of the buildings. Once resolved installations will be progressed.

Painterwork

An estate walkabout has now been carried out throughout the estate. The Depute Director will prepare a report with recommendations for the August Committee.

7.2 Milburn Street Development

The Depute Director advised that the affordable housing budget has been cut and as such NRS have advised that they will be unable to approve any new funding acquisitions at this time. Therefore, the project has been placed on hold. As a result of this, C&S are also unable to commit to purchasing the Millburn School site at this time. City Property have advised that may need to move on to another bidder if timescales cannot be achieved.

7.3 Triangle Site

Committee noted the content of report (copy available) The Depute Director advised that works are ongoing, and kerbs and pathway layouts are now clearly visible. She went on to advise however that she had miscalculated the project costs due to payments made prior to Copperworks transfer that she had not accounted for. This amounts to around £9,000. However, she is hoping to make savings throughout the

contract to mitigate these additional costs. If this is not possible. The Finance Manager has confirmed that additional costs can be contained with no financial detriment to the organisation.

Committee noted and approved this position.

7.4 RDT Lease of SVHA Owned Land

The Depute Director advised that negotiations are ongoing between TC Young and our Lenders. Clarification was sought on in relation to the properties to remain secured and this has now been confirmed. Therefore, it is hoped that the discharge can now be progressed over the next couple of months.

Thereafter, the lease to RDT can be progressed.

9.0 POLICY REVIEW

9.1 Tenant Participation Strategy 2024 - 2027

The Depute Director provided an update from the Housing Manager. She advised that over the past few months, consultation has been ongoing with tenants and residents. 2 focus group sessions have taken place with staff, tenants and our tenant participation consultant (Lesley Baird) to discuss the current strategy and ideas and suggestions for our new strategy. Lesley Baird is now drafting a new strategy the Housing Manager is hopeful that this will be sent to her by early w/c 1st July 2024. This will then be reviewed by the Senior Management Team and Corporate Governance Officer and will be brought to Committee for consideration in August 2024. Committee agreed to the request to extend the deadline for the review of this strategy to August 2024.

9.0 DATE & TIME OF NEXT MEETING

The next hybrid Management Committee meeting will take place on **Tuesday 27th August 2024 at 5.30pm.**

10.0 A.O.C.B

10.1 Donation Request

The Director read out a donation request from Royston Youth Action who asked for financial support to provide a summer community event. The Director advised that a donation of £100 has already been made to RYA in the past 12 months and, in accordance with the Charitable Donation Policy, any further donation requires to be approved by the full Management Committee. Committee discussed this request and agreed to donate £200.

10.2 Tenant Alterations

A separate confidential minute is available for this item.

Meeting closed at 6.35pm

Minute 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
