

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 27TH JUNE 2022 AT 5.00PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:

CHARLIE LUNN	CHAIRPERSON
CLARE O'DONNELL	SECRETARY (ZOOM)
ALAN BROWN	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
CAITLIN HEANEY	COMMITTEE MEMBER (ZOOM) (From item 3.0 onwards)
DREW COLLIER	CO-OPTEE

IN ATTENDANCE:

FIONA MURPHY	DIRECTOR
GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
JORDAN HENDERSON	FINANCE MANAGER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

The meeting was chaired by Charlie Lunn Chairperson who welcomed everyone to the meeting.

1.1 Apologies

Apologies were received from;

RACHEL COOPER	VICE CHAIRPERSON
ANGELA HEANEY	COMMITTEE MEMBER
ALLAN STEWART	TREASURER
MARGARET BROWNLIE	DEPUTE DIRECTOR

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 30th May 2022

The Minute of the Management Committee meeting held on 30th May 2022 was approved by Committee.

2.2 Confidential Minute of Management Committee Meeting 30th May 2022

The confidential Minute of the Management Committee meeting held on 30th May 2022 was approved by Committee.

2.3 Minute of Joint Office Bearers Meeting 8th February 2022

The Minute of the Joint Office Bearers meeting held on 8th February 2022 was noted by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted 1 open item on the actions tracker items 8.5. The Director advised that the Depute Director was currently working with the Insurers and Help 4 the Homeless to clarify the issues raised and would provide a further update at the next meeting.

Caitlin Heaney arrived 5.10pm

4.0 DECLARATION OF INTEREST

Committee noted 4 declarations of interest they are as follows;

Item 5.3	Membership Report	Drew Collier
Item 5.4	Committee Recruitment	Drew Collier
Item 10.2	RDT Funding Request	Alan Brown

It was agreed that those members affected would leave the meeting whilst the relevant discussions took place. .

5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

5.1 Potential Transfer of Engagements / Merger

Committee noted the content of report (copy available). The Director drew Committee attention to section 4.2 of the report and provided the following additional information;

Staff are currently working through due diligence, Copperworks due diligence is nearing completion and Spire View's has commenced. Staff have also made a start on preparing the business case as well as progressing the options appraisal and tenant consultation. The Director advised that the next project team meeting would take place on 4th August 2022 with John Mulholland from Mulholland Housing Consultancy in attendance.

Section 4.4 of report;

The Director reminded all Committee that the Storyboard Session with Arneil Johnston would take place on 7th July at 2pm, and an Options Appraisal Scoring meeting would take place on 12th July at 5pm. The Director confirmed that John Mulholland would be in attendance on 7th July and she herself would be in attendance on 12th July to support Committee if required. The Director further emphasised the importance of having as many Committee members in attendance as possible.

A Committee Member asked if these meetings needed to be in person. The Director advised that this would be the preferred option however a zoom link could be arranged if required.

Section 4.5 of Report

The Director advised that TPAS have finalised both a tenant survey and newsletter (copies attached to report), which will be posted to all tenants and joint tenants by Wednesday 29th June 2022. Tenants will be able to respond online using survey monkey or by using the freepost envelopes provided. In addition, a text message would be sent to all tenants with the links to both documents.

The Director advised that drop in session for all tenants had also been arranged to take place on 5th and 6th July and not the 28th and 29th June as stated within the report.

5.2 Register Reports to 31st March 2022

Committee noted the content of the register report to include;

- Declaration of Interest
- Entitlements, Payments and Benefits
- Fraud Register
- Notifiable Events Register

Drew Collier left the meeting at 5.30pm whilst discussion took place on items 5.3 and 5.4..

5.3 Membership Report

Committee noted the content of report (copy available). Committee approved 12 membership applications and use of the seal.

5.4 Committee Recruitment Report

Committee noted the content of report (copy available). Committee approved both recommendations put forward within the report;

- Walter McFarlane Co-opted onto the Management Committee until the AGM in September.
- Drew Collier will fill the casual vacancy created by a previous resignation.

Drew Collier returned to the meeting at 5.40pm

5.5 AGM Arrangements

Committee noted the content of the report (copy available). Committee noted the proposed date of the 21st September 2022 for this year's AGM. Committee agreed that Allan Stewart, Angela Heaney, Andrew Collier, Walter McFarlane, Clare O'Donnell and Craig Allan would all stand down this year. All 6 agreed that they would stand for re-election.

6.0. FINANCE REPORTS

6.1 Loan Portfolio Return Report

Committee noted the content of the report (copy available). The Finance Manager explained to Committee that this report is required annually to be submitted to the Scottish Housing Regulator (SHR). This demonstrates to the Regulator that we continue to repay our loans and comply with our covenants. The Finance Manager advised that the Association has 4 loans in place with the Clydesdale bank and 1 with Nationwide as at the 31st March 2022. He went on to advise that 1 of the Clydesdale loans will be fully paid off by December 2022. Once this has been completed the Finance Manager will need to update and resubmit the Loan Portfolio to SHR as this is classed as a significant event. He also advised that this would free up some of the Associations encumbered stock.

The Finance Manager explained that the Association has two financial covenants attached to the Clydesdale facility. A Committee Member asked why there was no covenant against the Nationwide facility. The Finance Manager explained that this clause was removed from 2019.

Committee approved the Loan Portfolio and agreed that that this should be submitted to SHR.

6.2 Treasury Management Report

Committee noted the content of the report (copy available). The Finance Manager advised that following his presentation of Cash flows at the meeting in May 2022 which he incorporated into the 30 Year Financial Projections. He advised that Committee also adopted a revised budget in May resulting in a better than expected projected position for the year end. He confirmed that the Association has no short, medium or longer term concerns and are financially viable. He projected no further borrowing required and any profit made would be reinvested back into the stock.

The Finance Manager provided Committee with copies of the year end loan statements and advised that interest rates are currently sitting at 1.25%. He explained that he would continue to monitor this situation and re-run the figures to ensure viability. He advised that should this position change he would report back to Committee and build in contingency plans.

A Committee Member asked if there is any benefit to the Association paying off the smaller Clydesdale Bank loans sooner. The Finance Manager advised that this could result in penalties however he will look into this over the coming months. He also advised that should a Transfer of Engagements go ahead this would be something that Committee would need to consider at that stage.

6.3 Other Fixed Assets Additions & Disposals to 31/3/22

Committee noted the content of report (copy available). The Finance Manager advised that there was £4,362 of additions added to the fixed asset register related to desk and laptops for the office. He also advised that investment related to the Community Pantry and this may move to the Community HUB asset when he meets with the external auditors.

A Committee Member asked what 2% SL stood for on page 88, the Finance Manager advised that this means 'straight line'.

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Revised Investment Strategy

Committee noted the content of report (copy available). The Finance Manager presented this report on behalf of the Depute Director. Following discussion with Mulholland Housing Consultancy, the Depute Director is seeking approval to place the investment strategy on hold until the outcome of a potential Transfer of Engagements is known. Committee discussed this matter and the Finance Manager confirmed that investment would still take place on an ad-hoc basis if required. Committee approved this recommendation.

7.2 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Finance Manager provided the following additional update from the Depute Director;

- **Close Cleaning**
Staff met with Contractor and have agreed on how to progress/improve quality.
- **Stock Condition Survey**
The Depute Director and the Finance Manager recently met Surveyor and the Finance Manager advised that they were currently validating the Stock Condition Survey information.
- **EESSH2**
Momentum with regards to implementing EESSH2 was steadily progressing but not moving quite as fast as expected. The Scottish Government is holding off rolling this out until the meet with the Zest Group.

7.3 Glenbarr Street New Build

The Finance Manager advised that there is no further update to report at this time from the Depute Director.

8.0 POLICY REVIEW

8.1 Clear Desk Policy

Committee considered the draft Clear Desk Policy. A Committee Member asked if our auditor had recommended the implementation of this policy as part of a recent audit. The Director advised that this was not the case but rather because implementation of this policy would complement the Associations approach to GDPR and minimise the risk of any data breach. She advised that we use a robust document management system which means all information will still be readily available for staff to use. A Committee Member asked if the Association would retain the current file structure so documents were easily accessible. The Director advised that this mostly would be the case and staff are currently clearing out old files before migrating items. Following this discussion Committee agreed to the adoption and implementation of this Policy.

9.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Monday 29th August 2022 in the office at 43 Tharsis Street / via zoom.

10.0 AOCB

10.1 Office Flooring

Committee noted the content of report (copy available). Committee discussed the content of this report and the prices attached and agreed to proceed and replace the flooring throughout the office.

10.2 RDT Funding / Donation Request

Alan Brown and Clare O'Donnell had declared an interest and left the meeting at 6.05pm whilst this item was discussed.

The Corporate Governance Officer read out a letter from Rosemount Development Trust who were seeking a donation for their upcoming Community Event on the 20th August 2022 at Roystonhill Community Hub. Committee discussed this matter and agreed to donate £500 to this cause.

Meeting closed at 6.10pm
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 _____