

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

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	ALAN BROWN	TREASURER
	CLARE O'DONNELL	SECRETARY
	FLORENCE DIOKA	COMMITTEE MEMBER (ZOOM)
	DREW COLLIER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	LIZZY WEDLOCK	POTENTIAL COMMITTEE MEMBER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

Charlie Lunn thanked everyone for coming along and welcomed Lizzy Wedlock to the meeting as an observer.

1.1 Apologies

ANGELA HEANEY	COMMITTEE MEMBER
MARY GIBSON	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 28th January 2025

The Minute of the Management Committee meeting held on 28th January 2025 was approved by Committee.

2.2 Minute of Confidential Management Committee Meeting 28th January 2025

The Confidential Minute of the Management Committee meeting held on 28th January 2025 was approved by Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there were two open items contained within the actions tracker.

Item 9.3 Triangle Site Satisfaction Survey: Not due for completion until 31st March 2025 and will therefore remain open until completion.

Item 8.2 IT Security Policy: Committee noted that a final draft of the new IT Security Policy had been circulated to Committee following the meeting on 28th January 2025 and therefore this item was now closed.

4.0 DECLARATION OF INTEREST

Fiona Murphy, Margaret Brownlie, Jordan Henderson and Gillian Spence declared an interest in item 11.3 AOCB - EVH Wages Ballot. It was agreed that staff would leave the meeting at the appropriate time whilst this item is discussed.

Maureen Flynn, Clare O'Donnell, Alan Brown and Osman Lamin Sidique declared an interest in item 11.4 AOCB - RDT Donation request. It was agreed that all 4 Committee Members would leave the meeting at the appropriate time whilst this is discussed.

5.0 HEALTH & SAFETY REPORT

The Depute Director apologised that the Health & Safety Report was missing from the Committee papers. She advised that she would ensure this was circulated post meeting. She went on to confirm that a Health & Safety walkaround was carried out this evening by Alan Brown and Alan Shute with one issue identified in relation to Fire Extinguishers which will be actioned.

6.0 FINANCE REPORTS

6.1 Management Accounts to 31st December 2024

Committee noted the content of report (copy available). The Finance Manager went over the Statement of Comprehensive Income, The Statement of Financial Position and the Statement of Cash Flows. The Finance Manager then provided the following additional information;

- Hub income is down -9%; however, this is mirrored with Hub costs that are also down by 9%.
- Energy Redress Fund income is at 157% above budget but this is due to timing of income received and has been correctly apportioned across the project.
- Current repairs are sitting at 14% and this is due to an ongoing insurance claim.
- Triangle Site is now complete
- The Association is meeting all investment commitments in relation to the TOE promises
- Good health bank balance and healthy performance during the year to date

A Committee Member asked why legal & professional fees were 64% above quarter 3 budget. The Finance Manager advised that this was mainly due to the VAT deregistration process and due diligence for our new housing software installation.

Following this information being provided Committee approved the Management Accounts to 31st December 2024.

6.2 Final Budget 2025/26 & 30-Year Financial Projections

Committee noted the content of report (copy available). The Finance Manager presented this report to Committee. Committee noted that overall, the association is financially viable in the short, medium and long term. Committee noted that these matters will be continually assessed and monitored to ensure the association remains robust in the future.

A Committee Member asked how often the draft budgets, accounts and projections were audited. The Finance Manager advised that our External Auditors audit our accounts annually, however he went onto advise that each quarter once the Management Accounts were approved by Committee a copy of these were sent to our lenders.

7.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

7.1 Business Plan 2024 – 2027 (Year 2 Review)

Committee noted the content of report (copy available). The Director presented parts 1-7 of the draft Business Plan 2024 – 2027. She went onto advise that, now Committee has approved budgets and financial projections, this information will form Section 8 of the Business Plan and will be presented to the Management Committee in March 2025.

A Committee Member advised that he would need to update his biography and would send this information to the Corporate Governance Manager to be included in the revised draft.

Committee approved sections 1-7 of the revised draft Business Plan.

7.2 Volunteer Co-ordinator Post (Confidential)

This item was discussed after item 9.2

Committee noted the content of report (copy available). Committee approved the request to extend the Volunteer Co-ordinator's temporary contract until 30th September 2025 to allow the outcome of a funding bid to be known.

7.3 Wider Role Projects 2025/2026

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

- Scottish Government budget will be announced imminently and could affect the Money Advice and Financial Capability Projects. However the Director advised that she would report back to Committee any significant or material changes.
- A meeting was held with Energy Redress Fund (ERF) today to discuss our current project. Surbhi Sachdeva was recruited recently and has taken up the full time Energy Advisor position. ERF were very impressed with much progress has been made so far.
- Triangle Site – Staff are looking for further funding for the next phase of these works.
- Heritage Project is going from strength to strength. This project will run until July 2027.

7.4 Membership Report

Committee noted the content of report (copy available). Committee approved 2 membership applications and the use of the seal.

7.5 Committee Appraisal Update

The Corporate Governance Officer thanked all Committee Members for taking the time to complete their self-assessment questionnaire and for attending their recent 1-2-1 interviews. A Committee Member advised that she had not yet attended her 1-2-1 appraisal appointment as this slipped her mind. She asked the Corporate Governance Manager to assist her to reschedule this.

The Corporate Governance Manager advised that once all 1-2-1 interviews had been carried out SHARE would draft a report and present this to Committee in March 2025.

7.6 Committee Recruitment

This item was discussed after item 9.2

Committee noted the content of report (copy available). Committee noted that before she left the meeting Lizzy Wedlock confirmed that she was still keen to take up a Committee Member position with Spire View.

Committee Co-opted Lizzy onto the Committee until the AGM in September 2025.

8.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

8.1 Planned / Cyclical Maintenance Report

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

Windows

The Depute Director is now in the process of instructing Year 2 for these works. It is expected that works will commence in July 2025

Kitchens and Bathrooms

The Depute Director is now in the process of instructing Year 2 for these works. It is expected that works will commence in August 2025

Ground Maintenance

The Depute Director advised that weekly walk-rounds were being carried out with Contractor and staff and this was working well.

Painterwork

The Depute Director advised that the Tender report was being finalised for these works and would be reported back to Committee at the appropriate time.

Close Cleaning

The Depute Director advised that she was not happy with the current Contractors standard of work. This Contractor was only appointed for 1 year and there has been no improvement. She advised that it is therefore likely that she will re-tender for these services. She advised that this may impact the budget but she would provide a full report at the appropriate time.

Stock Condition Survey

The Stock Condition survey will commence on 7th April 2025. The Depute Director and Finance Manager met with the surveyor to go over all requirements and costs etc

8.2 RDT Lease of SVHA Owned Land

The Director and Depute Director are currently negotiating the lease of Spire View Land to Rosemount Development Trust as previously agreed by Committee. A Draft Lease is currently being drawn up by our Solicitors and will be brought back to Committee for final approval in March.

8.3 98 James Nisbet Street

Committee noted the content of report (copy available) Committee approved the renewal of the Lease at 98 James Nisbet Street from 1st April 2025 until 31st March 2026.

9.0 POLICY REVIEW

9.1 Prevention of Fraud and Anti-Bribery Policy

Committee noted the content of report (copy available). Committee considered the revised Prevention of Fraud and Anti-Bribery Policy and agreed to the adoption and implementation of this Policy.

9.2 Event Management Strategy

Committee noted the content of report (copy available). Committee considered the revised draft Event Management Strategy and agreed to the adoption and implementation of this Strategy.

Lizzy Wedlock left the meeting at 6.10pm.

Item 7.2 was discussed at this point in the meeting

Item 7.6 was discussed at this point in the meeting

10.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 25th March 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

11.0 ANY OTHER COMPETENT BUSINESS

11.1 GWSF Affiliation 2025/2026

The Director advised that the cost to reaffiliate to GWSF for 2025/26 was £4,400. Committee considered this and felt the association benefits from this membership. They therefore approved the affiliation fee.

11.2 GWSF Consultation

The Corporate Governance Manager read out an email from GWSF on 'how should SHR meet its duty' email received on 29th January 2025 and encouraged all members to send responses/comments to this email to her by Friday 7th March 2025 to collate and return to GWSF.

11.3 EVH Employers Ballot

Fiona Murphy, Margaret Brownlie, Jordan Henderson and Gillian Spence had declared an interest in this item and left the meeting whilst it was discussed.

Committee discussed the matter and reached agreement on the response to be submitted. The Chair completed the Ballot paper and gave this to the Director to submit to EVH on behalf of the Management Committee.

11.4 Rosemount Development Trust - Donation Request

Maureen Flynn, Clare O'Donnell, Osman Lamin Sidique and Alan Brown had declared an interest in this item and left the meeting whilst the discussion took place.

The Director read out an email from Rosemount Development Trust (RDT) requesting a donation to help assist with the redevelopment of the Provanhill Street site. Committee discussed this and agreed unanimously to donate £2,000.

11.5 EVH Conference

The Corporate Governance Manager asked Committee if they wished to attend this year's EVH Annual Conference. 4 members wished to attend. The Corporate Governance Manager noted this and advised she would make the necessary arrangements.

Meeting closed at 6.45pm

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
