

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 27th MAY AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	CLARE O'DONNELL	SECRETARY
	RACHEL COOPER	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
	FLORENCE DIOKA	COMMITTEE MEMBER (ZOOM)
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ELIZABETH WEDLOCK	CO-OPTEE

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER
	JORDAN HENDERSON	FINANCE MANAGER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

In the absence of the Chairperson, Maureen Flynn Vice Chairperson welcomed everyone to the meeting.

1.1 Apologies

CHARLIE LUNN	CHAIRPERSON
ALAN BROWN	TREASURER
ALAN SHUTE	COMMITTEE MEMBER
DREW COLLIER	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER
MARY GIBSON	COMMITTEE MEMBER
GERALDINE McLAUGHLIN	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 29th April 2025

The Minute of the Management Committee meeting held on 29th April 2025 was approved by Committee.

3.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there was one open item contained within the action's tracker.

Item 9.3 Triangle Site Satisfaction Survey: A report on the Triangle Site Satisfaction Survey is on the agenda for tonight's meeting therefore Committee agreed that this item should be closed on the actions tracker.

Item 1.0 Letter to Angela Heaney: The Corporate Governance Manager confirmed that a letter has been sent to Angela and therefore this item was also closed.

Item 7.3 Glasgow City Council HSCP local lettings plan: this item remains open as this information has not yet been received.

4.0 DECLARATION OF INTEREST

Clare O'Donnell declared an interest at item 12.2 St Roch's Lunch club donation request.

5.0 Health & Safety Report

The Depute Director apologised as this report has been omitted from the Committee papers. She advised that she would discuss this with the Maintenance Officer and bring a report for committee next month.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Annual Return on the Charter

Committee noted the content of the report (copy available). The Director delivered a PowerPoint presentation to the Committee on the Annual Return on the Charter (ARC) figures for Spire View 2024/2025. The Director advised that she had included the previous 3 years' ARC figures for comparison.

The Director drew Committee attention to the ARC validation reports prepared by Lilian Peters. Committee noted that Lilian examined 37 of 38 indicators, 5 indicators required minor amendments. The Director advised that these amendments may lead to some staff training. This matter will be taken forward by the Senior Management Team.

The Annual Return to the Charter was approved by Committee for submission to SHR. The Director advised that the ARC would be submitted on 28th May 2025.

6.2 Membership Report

Committee noted the content of report (copy available).

6.3 Freedom of Information Statistics 2024/25

Committee noted the content of the report (copy available). Committee noted 2 Freedom of Information (FOI) requests and 2 Environmental Information Requests (EIR) were received during the financial year. All 4 requests were responded to within timescales. The Corporate Governance Manager advised that 33 FOI/EIR requests have been received to date. She advised that given the nature of the requests we could not have foreseen these nor published the information beforehand. A Committee Member asked if staff were able to deal with these requests in house or if support was required. The Corporate Governance Manager advised that TC Young solicitors provide data protection support to the association.

7.0 FINANCE REPORTS

7.1 Management Accounts to 31st March 2025

Committee noted the content of the report (copy available). The Finance Manager drew Committee attention to the Statement of Comprehensive Income which shows a positive variance against quarter 4's budget and expenditure also provides a positive variance against quarter 4 budget. He also went over the Statement of Financial Position and Statement of Cash Flows.

He advised that overall, the association had a healthy cash balance, complying with covenants and on a strong financial footing. He went on to advise that the Auditors are currently analysing this data, which may require some minor changes, but all figures correct at the time of reporting.

7.2 5 Year Financial Projections

Committee noted the content of the report (copy available). The Finance Manager confirmed that he regularly tests the robustness of the 5 Year Projections to ensure financial viability.

Committee approved submission of these projections to the Scottish Housing Regulator by the deadline of 31st May 2025.

7.3 Factoring Report

Committee noted the content of the report (copy available).

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;

Window Contract – Contract will commence on 16th June 2025. Some issues have been identified in relation to properties with Velux windows. We may need to remove them from the contract at this time until this has been resolved.

Painter works – The Depute Director apologised as a tender opening had been arranged to take place on 28th May 2025 with 3 Committee Members. However, this was not clearly communicated to the Quantity Surveyor and tenders were opened by them on 26th May 2025. Therefore, the Committee tender opening was cancelled. The Quantity Surveyor has provided documentation to support and validate that proper procedures were followed for the tender opening. Quality Assessments still require to be marked and returned tenders still need to be arithmetically checked. Thereafter, a full report will be provided to Committee for a decision.

Gas Servicing & Reactive Maintenance - The Depute Director apologised that the Tenant Satisfaction with Gas Contractor Survey did not capture all information when printed therefore she provided a printed copy in A3 to allow Committee to consider this information. Overall survey results were really positive.

8.2 Triangle Site

Committee noted the content of report (copy available). The Depute Director apologised that the Triangle satisfaction survey also did not capture all information when printed therefore she provided an additional copy in A3 to allow Committee to consider this information. Committee noted 93 returns and overall, the results were very positive results and indicated high levels of satisfaction.

8.3 RDT Lease of SVHA Owned Land

The Depute Director advised that permission was granted by Committee through Urgent Measures to allow the Director to sign the lease of this land to Rosemount Development Trust. This has now been completed.

A Committee Member asked if estate Inspections are carried out on the properties. The Depute Director advised that the Senior Management Team recently carried out an estate Inspection and were disappointed that some areas are looking tired and unkept therefore a joint Housing Management team and Maintenance team inspection has been arranged to take place on 28th May 2025 to resolve this matter.

A Committee Member reported a leaking pipe behind 295 Roystonhill and a fence down in the same area. The Depute Director advised that she would arrange an inspection of this during the walkaround.

9.0 HOUSING MANAGEMENT REPORTS

9.1 Current Tenant Write off Report

Committee noted the content of the report (copy available). Committee approved the recommendation to write off £849.30 through the provision for bad debts.

10.0 POLICY REVIEW

10.1 Business Continuity and Disaster Recovery Plan

Committee noted the content of the report (copy available). Committee agreed to the adoption and implementation of this Business Continuity and Disaster Recovery Plan.

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 24th June 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

12.0 ANY OTHER COMPETENT BUSINESS

12.1 Area Partnership

The Director advised that currently we have 2 representatives nominated to attend the Area Partnership meetings which are held 4 times per year. The Chairperson normally attends these meetings however our second representative who attends in the Chairperson's absence has advised that he no longer has capacity to undertake these duties. The Director therefore sought a volunteer to take this place. Lizzy Wedlock volunteered and asked if she could go along with the Chairperson to a meeting in the first instance.

Clare O'Donnell declared an interest and left the meeting at 6.25pm

12.2 St Roch's Lunch Club Donation Request

The Director read out a letter from St Roch's lunch club requesting support to hire an adapted bus which will allow wheelchair users to take part in this years St Roch's Lunch Club summer trip. The Director advised that St Roch's Lunch Club last received a £200 donation in December 2024 and this second request therefore requires to be considered by the Management Committee. Committee discussed this matter and agreed a further donation of £200. However, Committee also requested a letter is sent to the Lunch Club explaining that only one donation can be paid each year going forward.

12.3 Staffing

The Director advised Committee that the Maintenance Assistant Mary Dunsmore has now left the Association. The post is being covered temporarily by Megan O'Donnell for 3 months. Megan was recruited through EVH to assist while permanent recruitment is ongoing.

Meeting closed at 6.30pm

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
