

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 29 September
2022 17:30hrs

Minutes

Present:	C Burns	I Smith	A Smith
	D Brown	A Peden	G Watson (Remotely)
	W Noon (Remotely)		
In Attendance:	S Macintyre	J Daisley	P Long, FMD

	Agenda Item	Action
1.	<p>Apologies</p> <p>An apology has been received from R Russell.</p>	
2.	<p>Welcome to New Members, Declarations of Interest and Election of Office Bearers</p> <p>C Burns welcomed new committee members G Watson and A Peden to the meeting.</p> <p>There were no declarations of interest.</p> <p>Following the Association's AGM on 15 September the committee were asked to appoint Office Bearer's.</p> <p>C Burns agreed to stand as Chairperson and was nominated by D Brown and seconded by A Smith.</p> <p>R Russell had confirmed his intention to stand as Vice Chairperson and was nominated by I Smith and seconded by C Burns.</p> <p>I Smith agreed to stand as Secretary and was nominated by D Brown and seconded by A Smith.</p> <p>D Brown agreed to stand as Treasurer and was nominated by C Burns and seconded by I Smith.</p>	
3.	<p>3.1 Minutes of Management Committee (held on 25 August 2022)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 25 August 2022 by C Burns and seconded by I Smith.</p> <p>3.2 Actions/Decision List from Meeting held on 25 August 2022</p> <p>S Macintyre confirmed that following satisfactory references the pre start meeting for the boiler/bathroom replacement contract will take place week commencing 3 October 2022.</p>	

4.	<p>4.1 Matters Arising</p> <p>S Macintyre advised committee that the AGM held at Abronhill Parish Church on 15 September had gone well. There was not a large turnout of members. S Macintyre suggested that the next AGM be held at the Association's office with the option for members to join remotely. This was agreed.</p>	
5.	<p>Health & Safety and Cyber Security</p> <p>No report.</p>	
6.	<p>Correspondence</p> <p>6.1 Employers in Voluntary Housing (EVH) Monthly Report</p> <p>The report was included for committee's information.</p> <p>6.2 Glasgow & West of Scotland Forum (GWSF) Letter to First Minister refer also to agenda item 10.2</p> <p>This was included for committee's information. C Burns highlighted the second last paragraph which says "another adverse impact of freezing or capping rents is that Scotland would relinquish £ hundreds of millions of UK benefit income used to support rent payment for 65 -70% of social housing tenants". This was noted.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Committee Membership Report</p> <p>The committee was advised that a membership had been cancelled as the member had sadly passed away. There are now 41 members.</p> <p>7.2 SFHA Code of Conduct for Committee Members</p> <p>Every year following the AGM the Code of Conduct for Committee Members is issued to all Committee Members. Members were asked to read and sign the Code of Conduct on page 11 and return to J Daisley.</p> <p>7.3 Annual Register of Interests for Committee Members</p> <p>This should be completed and returned along with the Code of Conduct. Page 12 -15 of the Code of Conduct provides information on what interests should be declared by committee members. A list of the Association's contractors/suppliers was issued at the meeting.</p>	

	<p>7.4 Committee Member Privacy Notice Committee members should read and sign the committee member privacy notice and return to J Daisley.</p> <p>7.5 Assurance Statement Action Plan</p> <p>S Macintyre advised that item 2 Asset Management Strategy is ongoing following the stock condition survey. Item 5 Equalities and Diversity - an action plan has been drafted for committee and will be discussed under item 11.2</p>	
8.	<p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre advised committee that all properties in Aspen Place have now been let. There have been a number of snagging issues reported. A retention had been held pending completion of outstanding paperwork. TC Young had confirmed that the warranties are still with Clyde Valley and they have asked BTO to provide an update.</p> <p>Mark Griffin MSP visited the development on 28 September and met some of the new tenants.</p>	
9.	<p>Staffing</p> <p>No Reports</p>	
10.	<p>Finance & Audit</p> <p>10.1 Charitable Donation from PWC</p> <p>The Association has received a charitable donation of £500 from W Noon's employer PWC. S Macintyre asked W Noon if there were any conditions on what the Association can use the donation for? W Noon advised as long as it fulfils the objections and plans of the Association. The committee discussed a few options e.g. foodbank, Christmas gifts for children/elderly, books for imagination library. It was agreed to bring this back to another committee meeting.</p> <p>10.2 Scottish Government – Rent Freeze/Cap Legislation</p> <p>S Macintyre summarised the report that had been issued with the committee papers. The Scottish Government have announced the intention to bring forward emergency legislation which will include a rent freeze from now until 31 March 2023 for both private and social rented sectors. This will have serious consequences for the social housing sector. Since 1989 housing associations have been</p>	

	<p>free to set rent levels independent of government. The announcement on 6 September was made with no prior consultation with our representative bodies.</p> <p>P Long has drafted an analysis based on various rent increase scenarios and also the effect a rent freeze would have on the Association's finances over the 30 year business plan. P Long advised that there is further work required to take account of increased interest rate forecasts. The Association would run into cash-flow difficulties if there was a rent freeze and lenders could increase their loan covenants. The Association may have to defer investment plans. The Association also has to consult tenants on rent increases and must give tenants one month's notice before increasing rents. The committee agreed to defer the rent consultation until as late as possible. W Noon asked about the Association's current loans. P Long advised the Association borrowed £3.1m to repay the loan with the Co-op bank and also to purchase the new build development at Aspen Place. £1m is on a fixed rate for 10 years. £1.5m is on a variable rate and the balance is on a fixed rate for 10 years.</p> <p>P Long agreed to attend the next meeting with further details and information.</p>	
11.	<p>Operations</p> <p>11.1 Tender Approval for Entrance Door Replacement Programme</p> <p>A report had been prepared by A Moore, Maintenance Officer and the tender report from Thomson Cost Consultants was included for committee's approval of 20 replacement front entrance doors. S Macintyre confirmed the doors are of a high specification and will increase energy efficiency in properties. The majority of the properties still have the original doors that were installed when the properties were constructed and they do not conform to current fire safety standards. W Noon discussed that the amount of the contract could make up a high percentage of the potential rent loss due to the potential rent freeze. S Macintyre advised that the cost has been included in the budget for the current year. If postponed then the Association would incur further consultant fees if the project had to be retendered and the cost would also likely increase. The committee discussed the colour choice and it was agreed tenants should be given a choice of colour. D Brown commented that lock changes could be expensive due to the design of the door. Following further discussion, the committee approved the entrance door replacement contract.</p> <p>11.2 Equalities Action Plan</p> <p>S Macintyre discussed the action plan which was included in the committee papers. Training will be provided for Committee and</p>	

	Staff. Template forms are in place for committee, staff, tenants and applicants. The forms will be anonymised and the information received will be recorded in a database. As policies come up for review they will include an equalities statement. An updated assurance matrix review document will be presented to at the October committee meeting. A quarterly update report will be provided to committee.	
12.	Deferred Agenda Items There were no deferred agenda items to be discussed.	
13.	Any Other Competent Business D Brown advised that a planning application for 275 homes including 75 affordable homes has been submitted for the Cumbernauld Growth Area. There could be potential for the Association to be involved. S Macintyre will check the planning application online.	
14.	Date of Next Meeting: 27 October 2022 at 5.30pm (Hybrid meeting)	

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.