

Abronhill Housing Association

Hybrid Meeting of the Management Committee held on Thursday 25 August 2022
17:30hrs

Minutes

Present:	C Burns	R Russell	I Smith
	A Smith	D Brown	P Broadwith
	W Noon (Remotely)	J Kelly (Remotely)	
	A Peden (Observer)	G Watson (Observer) (Remotely)	
In Attendance:	S Macintyre	J Daisley	P Long, FMD Finance
	J Chittleburgh, Chiene & Tait (Remotely)		

	Agenda Item	Action
	S Macintyre welcomed G Watson and A Peden who have both applied for membership of the Association and have completed nomination forms to join the management committee at the AGM.	
1.	Apologies There were no apologies.	
2.	Declarations of Interest There were no declarations of interest.	
3.	<p>3.1 Minutes of Management Committee (held on 30 June 2022)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 30 June 2022 by R Russell and seconded by C Burns.</p> <p>3.1 Minutes of the Special Management Committee (held on 23 June 2022)</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 23 June 2022 by R Russell and seconded by C Burns.</p> <p>3.2 Actions/Decision List from Meeting held on 30 June 2022</p> <p>This report was included with the committee papers.</p>	

4.	<p>4.1 Matters Arising</p> <p>S Macintyre advised committee that he had attended a remote meeting with the Scottish Housing Regulator (SHR) regarding the Association's options when the current contract for Director Services ends at the end of May 2023. S Macintyre confirmed that it was a positive meeting and the SHR requested that when the consultant has been selected they should include a form of tenant engagement as part of the process. This was discussed by committee and it was agreed to include information on the options appraisal in the next newsletter to tenants. G Watson commented that there could be a shortage of candidates if the Association decided to employ their own Director as a number are retiring.</p> <p>Aspen Place – S Macintyre advised that there might be a possibility of having an event next month to commemorate the new development. The current priority is to let the properties to tenants.</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) Notice of AGM</p> <p>S Macintyre confirmed that C McKiernan from Hillhead HA would attend the GWSF senior officer session on rent increases for 2023/24. Inflation is currently over 10% and it is predicted to increase further.</p> <p>R Russell asked about co-optees recommended by SHR (page 5) S Macintyre advised that this is when the SHR recommends that co-optees are invited to join by Association's Committee itself and that these are different from statutory appointees.</p> <p>Developing policies on managing domestic abuse (page 6). S Macintyre advised that a draft policy will be brought to a future committee meeting.</p>	
7.	<p>Regulatory, Notifiable Events & Governance Matters</p> <p>7.1 Membership Report</p> <p>S Macintyre advised that the report had been prepared by J Daisley and that it is recommended that 7 memberships are</p>	

	<p>cancelled for the reasons included in the report and asked the committee to approve 2 new membership applications for A Peden and G Watson. The committee approved the cancellations and new memberships. The number of memberships will now be 42.</p> <p>C Burns commented that the number of memberships is decreasing every year and asked how many are required for a quorum at the AGM. S Macintyre advised that 7 are required for a quorum. Membership forms are included in our welcome packs for new tenants and housing officers follow this up at the settling in visit.</p> <p>7.2 Arrangements for Annual General Meeting</p> <p>S Macintyre advised that the Annual General Meeting (AGM) would take place on Thursday 15 September 2022 at 5pm. J Daisley has contacted Abronhill Parish Church to enquire about availability to hold the AGM at the church hall. One third of the committee are obliged to retire each year. P Broadwith will stand down and has confirmed that he will not be standing for election at the AGM. A Smith will also stand down under the one-third provision. As a co-optee, J Kelly will also stand down. A Smith and J Kelly will be able to stand for election to the committee as full members without being nominated. G Watson and A Peden will also stand for election at the AGM as they have completed their nomination forms.</p> <p>P Broadwith, R Russell and D Brown have submitted apologies for the AGM. R Russell and D Brown will submit a nomination of proxy form.</p> <p>C Burns will be elected as Chairperson at the committee meeting following the AGM on 22 September 2022.</p> <p>7.3 SHR – Advisory Guidance Note on Governance</p> <p>The SHR advisory guidance note on governance was included with the committee papers. S Macintyre suggested that the committee continue with the current approach regarding the Annual Assurance Statement and that a more detailed self-assessment process takes place during 2023.</p>	
8.	<p>Strategy/Development</p> <p>8.1 Development Report</p> <p>S Macintyre gave an update to the Abronhill HUB Proposals. The Association's contribution for its share based on an area of 82m2 would be [REDACTED] and the council have offered 3 options for repayment over 5, 10 and 25 years. The Association would then</p>	

	<p>be required to pay an ongoing market value rental payment. It is anticipated that the completion date will be summer 2026. The costs have been provided to FMD to assess from a business planning perspective and they have advised that the cost would reduce the Association's surplus by £1m. Following discussion the committee agreed to the recommendation not to proceed on the grounds of cost, general economic uncertainty and competing demands on our financial resources for investment in our stock.</p> <p>S Macintyre confirmed that the Association took possession of the properties at Aspen Place on Monday 22 August 2022. Some tenants have signed their tenancy agreements and received their keys and the remaining tenants will sign up this week and next week. The Association has retained a portion of funds for each property which will be payable upon receipt of the outstanding warranties. R Russell asked if we received compensation from Clyde Valley HA. S Macintyre advised that we would not receive any compensation. The housing officers will collate good news stories from tenants to include in our next newsletter.</p> <p>8.2 Post Office Feasibility Study Report</p> <p>A copy of the report was included for the committee's information. R Russell commented that there is an error on page 8 of the report. There is public transport between Abronhill and The Village. Page 13 Closing the time gap – the report mentions a mobile post office van. R Russell had mentioned this at the last committee meeting and was advised that the costs might be prohibitive and a partner might be needed. P Broadwith commented that a mobile post office van would only be a temporary measure and would only be available where a business has a clear mandate and intention to take on the post office facilities. C Burns had previously suggested exploring a link with the Abronhill Credit Union. A copy of the report will be forwarded to Councillor Barclay and the other elected members. P Broadwith commented that he was disappointed by the local response.</p>	
<p>9.</p>	<p>Staffing</p> <p>No Reports</p>	
<p>10.</p>	<p>Finance & Audit</p> <p>10.1 Annual Accounts Summary to 31 March 2022</p> <p>J Chittleburgh discussed audit summary report that had been included in committee papers. J Chittleburgh confirmed that there were no control issues noted in the current year to be brought to the attention of the committee. The budget for 2022/23 has been reviewed and the loan covenant calculations have also been</p>	

<p>checked. The Association is forecast to have adequate cash and external funding resources to allow it to meet development plans in future years. As part of the audit process, the ownership of the properties owned by the Association was tested. There were no instances of fraud or management override identified. The review of related party disclosures were found to comply with the ISA's. The following items were discussed:</p> <p><u>Pensions Movement</u> – the latest pension valuation has resulted in a decrease in the liability from £131k to £nil due by the Association at the year-end.</p> <p><u>Sustainability reporting</u> – there is no requirement for the 2022 financial statements to disclose any information in relation to sustainability however this will need to be considered for the forthcoming year and beyond.</p> <p><u>GDPR</u> – it is recommended that an annual report is provided to the Management Committee confirming compliance procedures.</p> <p><u>SHAPs scheme review</u> – The Pensions Trust have contacted all Associations regarding a potential increase to the pension liability. The Auditor is satisfied sufficient disclosure has been made within the financial statements noting this potential increase in liability. J Chittleburgh added that he had noted that the calculation for bad debt provision did not appear to match the process that is outlined in the policy. P Long agreed to check this.</p> <p>J Chittleburgh advised that subject to the accounts being approved by committee Chiene and Tait have issued an unqualified audit report.</p> <p>R Russell advised that the address for the Royal Bank of Scotland on page two of the annual accounts is incorrect.</p> <p>10.2 Annual Accounts to 31 March 2022</p> <p>P Long thanked J Chittleburgh for his presentation. The statement of comprehensive income on page 14 shows that the operating surplus to 31 March 2022 was £22,348, after interest receipts and payments the surplus for the year is £2,255. The pension adjustment has increased the total comprehensive income to £98,255.</p> <p>The statement of financial position shows that the non-current assets of the Association are £3.7m; there has been a big increase in cash due to the drawdown of loan funds. The pension figure for the year is £0 and the net assets are £2.5m.</p> <p>The statement of cash flows – the amount of cash has increased by £2.25m for the year and the net cash as at 31 March 2022 is £3m.</p> <p>Page 31 The pension trust cannot quantify any potential liability and as a result no allowance will be made for this within the accounting disclosures.</p>	
---	--

<p>P Long confirmed that it does not affect the cash balance of the Association. The Association is due to pay £19k to the pension deficit fund this financial year 2022/23 but that the payments are due to stop at the end of September.</p> <p>Committee approved the accounts.</p> <p>10.3 Letter of Representation</p> <p>This has to be signed by the management committee and returned to Chiene and Tait.</p> <p>10.4 Management Letter</p> <p>This has to be signed by the management committee and returned to Chiene and Tait.</p> <p>10.5 Surplus Reconciliation</p> <p>P Long discussed the surplus reconciliation to 31 March 2022. The management accounts showed a surplus of £74k and the annual accounts show a surplus of £98k.</p> <p>10.6 Management Accounts to 30 June 2022</p> <p>P Long presented the management accounts for the first quarter to 30 June 2022. The statement of comprehensive income shows an operating surplus of £25,536 after interest receivable/payable the net surplus is £8,734, other comprehensive income (pension deficit payment of £9,508 reduce this to a net deficit of -£774. The income and expenditure analysis shows that the rent received is lower than budgeted due to the delay in the Woodcutter development. There is an increase in the void loss and no grant income has been received during the quarter. The major repairs are currently showing an underspend. The Association has received a donation of £250 from CAF bank to be distributed. The cost for the AFTAR project are close to the budgeted figure. The balance sheet shows the net cost of the Association's housing assets is £3.66m, which is less than budgeted due to the delay in the handover of the properties at the Woodcutter site. The cash balance is £3m due to the delay in funds being transferred to Clyde Valley for the Woodcutter development. The pension liability is £0 and the net assets are £2.5m. The payment to Clyde Valley has been made in quarter 2. All loan covenants are being complied with and there is a significant degree of headroom and the Association is in a good financial position. The forecast outturn shows that the gross surplus is lower than budgeted. The net surplus however, is now in line with the budget.</p>	
--	--

<p>11. Operations</p>	<p>11.1 Housing Management Performance Report</p> <p>The report had been issued with the committee papers. S Macintyre advised that the rent arrears have improved from last year. Housing Benefit pay four weekly and a double payment will be made in October as in previous years.</p> <p>There were four properties let in the period 1 April – 30 June and all were let to applicants on our waiting list. The average time to let the 4 properties was 55.5 days. J Kelly asked about the length of time to re-let the properties. S Macintyre advised it was a combination of the amount of void work required to bring the property to a lettable standard and the number of refusals from applicants.</p> <p>A number of our existing tenants have transferred to the new build at Aspen Place that will create an increase in voids.</p> <p>11.2 Maintenance Performance Report</p> <p>S Macintyre presented the report that had been prepared by A Moore, Maintenance Officer.</p> <p>The report shows a breakdown of the reactive repairs completed in the period 1 April – 30 June. The number of repairs being reported has increased when compared to the same period over the last 2 years when the repairs service was limited due to Covid restrictions.</p> <p>The reactive repairs spend is currently under budget for quarter 1. This is partly due to the timing of invoices.</p> <p>There were 5 void properties during quarter 1 and the average spend for quarter 1 is £1,842.66.</p> <p>100% of all gas services due in quarter 1 were completed.</p> <p>The percentage of repairs completed right first time in quarter 1 was 98.7%.</p> <p>The target of 10% pre and post inspections was met.</p> <p>The Association has spent £9,995 on medical adaptations in quarter 1. No grant income has yet been received.</p> <p>There was one insurance claim during quarter 1 for fire damage to a front entrance door. A police report has been received.</p> <p><u>Bathroom/Boiler replacement contract</u> – the Association received 5 tenders for the contract. A tender report from the Quantity Surveyor for the project was attached for information. The tender costs are more than budgeted. The lowest price tender has been received from City Building for [REDACTED].</p> <p>R Russell asked if the Association could reduce the number of new bathrooms. S Macintyre advised that no they had to be included in the programme. R Russell asked if the Association could afford the price quoted. S Macintyre confirmed that there are sufficient reserves to allow this contract to go ahead. The committee asked how the companies were selected for tender and why it was</p>	
------------------------------	---	--

	<p>tendered on price only and not price and quality. Following discussion, it was agreed to seek references from City Building and to give S Macintyre delegated authority to progress contract if references were unsatisfactory.</p> <p>Planned repairs programmes 22/23 – R Russell asked if the £50k budgeted for EESSH works could be put on hold until the Association received the consultant’s report.</p> <p>S Macintyre confirmed that 21 Thermaflow electric boilers have still to be replaced with gas boilers.</p> <p>11.3 Eviction Report</p> <p>A copy of the report was included with the committee papers. S Macintyre discussed the report and committee approved the recommendation to action the decree.</p> <p>11.4 Anti-Social Behaviour Policy – Report and Policy</p> <p>Following an Anti-Social Behaviour Focus Group in July 2022 a copy of a new Anti-Social Behaviour Policy was included in the paper for committee approval.</p> <p>R Russell asked if guidelines regarding staff visiting properties could be attached to the policy.</p> <p>J Kelly commented that the timescales to resolve straightforward complaints is too long as it could take up to 25 working days to resolve.</p> <p>S Macintyre will discuss the points raised with C McKiernan and would advise if there is to be any change to the policy.</p> <p>S Macintyre agreed to include the number of complaints received and the response times in the next housing management quarterly report.</p>	
12.	<p>Deferred Agenda Items</p> <p>There were no deferred agenda items to be discussed.</p>	
13.	<p>Any Other Competent Business</p> <p>R Russell discussed the issue of pigeon fouling in the Abronhill Shopping Centre. S Macintyre confirmed that he had contacted the factor regarding the issue and they sent out a cleaner the next day. It was discussed contacting Environmental Health and asking them to inspect the shopping centre.</p> <p>S Macintyre confirmed that this would be P Broadwith’s last meeting and presented him with a gift from the Association in appreciation of his support and commitment. P Broadwith thanked the committee and wished C Burns well in his position of Chairperson at the next meeting and confirmed that he may consider returning at a future date.</p>	

14.	Date of Next Meeting: 22 September 2022 at 5.30pm (Hybrid meeting)	
-----	--	--

Signed as a true record by the Chairperson

..... **Date**

Copies of committee reports are available on request.