

## Abronhill Housing Association

Remote Meeting of the Management Committee held on Thursday 30 June 2022 via Zoom at 17:00hrs

### Minutes

<b>Present:</b>	C Burns	R Russell	I Smith
	A Smith	D Brown	
<b>In Attendance:</b>	S Macintyre	A Bell	P Long, FMD Finance Item 10.1
	A Pollard, ABC Business Consultancy	Item 8.2	

	<b>Agenda Item</b>	<b>Action</b>
	C Burns welcomed P long and A Pollard to the meeting and due to consideration for them asked the Committee to agree to take items 10.1, 10.2 and 8.1 & 8.2 first to allow them an early finish. This was agreed.	
<b>1.</b>	<b>Apologies</b> Apologies have been received from J Kelly, W Noon and P Broadwith.	
<b>2.</b>	<b>Declarations of Interest</b>  There were no declarations of interest.	
<b>3.</b>	<p><b>3.1 Minutes of Management Committee (held on 26 May 2022)</b> R. Russell asked about an apparent anomaly where it had been reported that 5 apartment average rents were lower than average the four apartment rents. S. Macintyre pointed out that some “apartments” were dining rooms rather than bedrooms and A. Bell contributed that with small sample sizes the mean average could be affected by things like 5 apartments including tenement flats while 4 apartments could include more houses with gardens.</p> <p>Acceptance of the minutes, which had been circulated in advance, was proposed as a true record of the meeting of 26 May 2022 by D Brown and seconded by R. Russell</p> <p><b>3.2 Actions/Decision List from Meeting held on 26 May 2022</b></p> <p>Committee member biographies are still not all complete. S Macintyre to pursue.</p> <p>A draft Anti-Social Neighbour complaints policy would be presented at the August meeting following the tenants’ workshop that is taking place on 6 July 2022.</p>	

4.	<p><b>4.1 Matters Arising</b> There were no matters arising</p>	
5.	<p><b>Health &amp; Safety and Cyber Security</b>  No report.</p>	
6.	<p><b>Correspondence</b></p> <p><b>6.1 Employers in Voluntary Housing (EVH) Monthly Report</b></p> <p>EVH correspondence has included a “Wellbeing Toolkit” to assist employers with this area. It has just been received and is in the form of a pack of cards covering different topics. It will be examined to see if there are useful contributions to be actioned or considered.</p> <p><b>6.2 Glasgow &amp; West of Scotland Forum (GWSF) Notice of AGM</b></p> <p>There has been a call for nominations for the Board of the Glasgow and West of Scotland Forum of Housing Associations. Two vacancies in the Committee member category and two from the staff category.</p> <p>There were no interested parties from the meeting.</p>	
7.	<p><b>Regulatory, Notifiable Events &amp; Governance Matters</b></p> <p><b>7.1 Whistleblowing Policy Review</b></p> <p>S. Macintyre referred to the policy which was overdue for review and was one of our recommended actions from last year’s Committee Appraisal Report. A copy of the existing policy was provided which is based on the EVH Model Policy. It was recommended that this be readopted with the changes to the existing wording namely that on page 5, reference to the committee member contact for appeal be changed from “K. McMail” (no longer a member) to D. Brown.</p> <p>R. Russell asked that in the introduction section S Macintyre’s name be removed and replaced with just “The Chief Executive”.</p> <p>The reviewed policy was adopted.</p>	
8.	<p><b>Strategy/Development</b></p> <p><b>8.1 Strategy &amp; Development Report</b></p> <p><b>Post Office Feasibility Study:</b> A. Pollard from ABC Business Consultants in attendance for this under item 8.2.</p>	

<p><b>Community Hub:</b> S. Macintyre reported no further update on the Community hub. Costings provided by NLC were passed on to Ian Thompson who raised points that were passed on.</p> <p>R. Russell was asking if the Regeneration Forum and other organisations would be able to rent space for meetings and events. S. Macintyre agreed to check on the plans for community space provision adding that such space could be useful for our AGM's and other events as well.</p> <p>The Committee acknowledged that there is an issue in that now the current office that is fully owned by the Association does not incur costs other than ordinary overheads. As an asset it could not be realised unless there were proposals to buy up the centre as a whole for redevelopment.</p> <p><b>Aspen Place Development:</b> S. Macintyre reported that the delayed Building Control Visit was carried out today; he did not yet know the outcome. This, if successful would facilitate the 28-day notice of handover allowing for a late July handover.</p> <p>It was reported that the Clerk of Works is broadly happy with the snagging on completed units to date. There has been an issue with doors but mainly just painter work points.</p> <p>There was some discussion about handover arrangements. S Macintyre confirmed we would be getting 36 sets of keys on the same day as things stood. He also said there would continue to be a developer presence on site for a fortnight after handover and skips were going to be provided for incoming residents use. The developer presence would help tenants with things like operating central heating boilers and so forth. Also mobile security would continue for two weeks.</p> <p>There followed a discussion with R. Russell raising the possibility of a plaque similar to at Larch Court and a desire for an opening event was discussed. S. Macintyre felt that given the late notice and uncertainty, it would be unlikely to get a housing minister to attend but there might be a possibility of local politicians. D. Brown suggested flowers for the incoming tenants.</p> <p><b>8.2 Post Office Feasibility Study – Update from Consultants</b> A Pollard from ABC Business Consulting provided an update and progress summary for May and June on the Post Office feasibility study.</p> <p>Findings so far are that post offices no longer operate as standalone businesses they need to be bolted onto existing successful businesses'. Suggestions for these being dog</p>	
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	<p>groomers' second hand furniture stores or maybe Struthers Church.</p> <p>The experience nationally has shown they there needs to be an able leadership team in place within the community an example in Glenboig was mentioned. Post Offices do not turn a profit so there is limited appeal to existing businesses as evidenced by Spar pulling out of the operation.</p> <p>R. Russell asked about mobile post offices being viable and A. Pollard said it was a possibility but there were also overheads associated with fuel and a vehicle suggesting the costs might be prohibitive and a partner might be needed.</p> <p>There may be some potential pairing it with a Community Interest Company a CIC since it wouldn't readily stand alone. D. Brown suggested foodbanks and C. Burns suggested exploring a link up with the Credit Union.</p> <p>There was a point made about the difficulty caused by the workload and responsibility not being entirely attractive to volunteers in a non-profit but A. Pollard undertook to make enquiries and gather information in those directions.</p>	
<p><b>9.</b></p>	<p><b>Staffing</b></p> <p>No Reports</p>	
<p><b>10.</b></p>	<p><b>Finance &amp; Audit</b></p> <p><b>10.1 Treasury Management Report</b></p> <p>P. Long spoke to the Treasury Management Report. He summarised that the Association had repaid the Coop loan by borrowing [REDACTED] from BoS (Bank of Scotland). Then a further [REDACTED] to fund the Woodcutter Development which was not drawn down till the last possible date on 31<sup>st</sup> March. This remains unpaid and now sits in our account due to the further delays with the handover of the development.</p> <p>The loans are secured by granting security over 121 units of the Association's stock that have collectively been valued by Jones Lang Lassalle at £3.3 million. This gives the bank its required "excess security".</p> <p>R. Russell asked if these properties were specific addresses or an undefined collection and P. Long confirmed they were specific addresses.</p>	

	<p>Interest rate changes were touched upon and P. Long confirmed there has been little impact positively or negatively on the Association to date due to the fixed rates on our financing.</p> <p>The Aspen Place new-build development was valued at [REDACTED] (economic use valuation as social housing) and [REDACTED] on the basis of market value as tenanted units.</p> <p>P. Long proceeded to confirm the Association has continued to comply with its financial covenants and loan agreements with BoS and that the projected cash flow position indicates cash balances will continue to be sufficient to cover expenditure commitments during the year.</p> <p><b>10.2 Annual Loan Return</b> P. Long presented the “Loan Portfolio Annual Return” which has been prepared for submission to the Scottish Housing Regulator. This was approved and S. Macintyre was tasked with submission prior to the end of the day.</p> <p><b>10.3 Annual Fraud Statement</b> The committee were asked to note that no instances of fraud were reported in the year to end of May 2022.</p> <p><b>10.4 Prevention of Fraud &amp; Anti-Bribery Policy Review</b> The committee were invited to review the Prevention of Fraud &amp; Anti-Bribery Policy that was last reviewed in June 2019. It was considered that no changes were required with the exception of the removal of references to Right To Buy which was no longer in force. The reviewed policy was adopted.</p>	
11.	<p><b>Operations</b></p> <p><b>11.1 Tenant Participation Policy Review</b></p> <p>S. Macintyre invited the committee to approve the Tenant Participation &amp; Consultation Policy. This was last reviewed in 2012 which was before the Scottish Social Housing Charter had become effective.</p> <p>There was some discussion relating to the document and the wider issue of tenant participation. D. Brown expressed the feeling that the goodwill generated by the letting of 36 new properties was a good opportunity to raise participation levels and boost membership. S. Macintyre told the group about past work with TPAS and the forthcoming anti-social focus group meeting.</p> <p>The reviewed policy was adopted.</p>	

<b>12.</b>	<b>Deferred Agenda Items</b> There were no deferred agenda items discussed.	
<b>13.</b>	<b>Any Other Competent Business</b> No AOCB was raised.	
<b>14.</b>	<b>Date of Next Meeting: 25 August 2022 at 5pm via zoom</b>	

**Signed as a true record by the Chairperson**

..... **Date** .....

**Copies of committee reports are available on request.**