

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 25TH NOVEMBER 2019 AT 5.00PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	ALAN BROWN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	CAITLIN HEANEY	COMMITTEE MEMBER
	ROSS LOVE	COMMITTEE MEMBER
	ALLAN STEWART	COMMITTEE MEMBER
	MARK SHANNON	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER
	ANDY WHITE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT
	OLWYN GAFFNEY	CONSULTANT (SHARE)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

LYNDA MULHOLLAND	TRESURER
ANDREW WILKIE	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 30th October 2019

Committee noted an error contained within the previous minute at item 8.1 which stated that Universal Credit went live on 31st October 2019, this should have been 31st October 2018. Following this amendment the Minutes of the Management Committee meeting held on 30th October 2019 were approved by Committee.

3.0 MATTERS ARISING (including Actions Tracker)

There were no matters arising and all items on the actions tracker were now closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 HEALTH AND SAFETY REPORT

Committee noted the content of the report and the content of the Action Plan from the recent Health and Safety Audit. The Depute Director advised that ACS carried out the Health and Safety Audit on Friday 1st November. Overall the audit went well and any minor issues that were raised at the audit and contained within the action plan will be progressed. Committee were advised that the auditor is also going to make a

return visit to the office Friday 13th December to assist in streamlining our health and safety files to make them more user friendly for both organisations.

6.0 SERVICE SHARING REVIEW

The Director advised that as the brief is still being refined in consultation with both Chairpersons, the appointed Consultants would not be attending this meeting. However they will attend the meeting in January 2020 to discuss this item.

7.0 FINANCE REPORTS

7.1 Management Accounts to 30th September 2019

Committee considered the Management Accounts to the 30th September 2019. The Finance Agent went over the content of this report drawing Committee's attention to turnover, operating cost, current and net assets creditors due after one year and budgets. He advised that taking all of this information into consideration the Association has a strong balance sheet. A Committee Member asked why properties depreciate in value when we continue to invest in our stock. The Finance Agent explained that this is a book exercise which is a requirement of the Financial Regulation FRS102. Another Committee Member asked how depreciation is calculated. The Finance Agent explained that he takes into account variables such as the stock condition information, individual component's and life expectancy of these. Committee approved the Management Accounts to 30th September 2019.

The Finance Agent advised Committee that all of the Associations mortgages were on variable rate which is still the best option at this time.

7.2 Draft Budgets 2020/2021

Committee discussed 2 scenarios put forward with the draft budgets for the year ending 31st March 2021. Committee went over the risks and benefits of including an additional estate management service and the impact of this on the association's finances. Committee decided to carry out a fully tenant consultation on a 5% rent increase, subject to report 9.1 on the agenda. Further consultation will be carried out at a later date in relation to providing an Estate Management Service to all tenants.

7.3 Factoring Report

Committee noted content of report (copy available). Committee noted an error contained within the report with regards to the date of the outstanding balance. This date should have read outstanding balance at 31st September 2019 and not 31st March 2019.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Rent Review 2020/21

Committee carefully considered the content of the Rent Review report and agreed to consult tenants on a rent increase of 5.0% (CPI plus 3.5%) from the 1st April 2020. Committee felt that the most appropriate approach is to consult on the minimum increase required to fulfil our commitments rather than to offer options, when tenants will understandably opt for the lowest increase.

Committee discussed various methods on gaining tenant feedback and agreed that along with telephone surveys, face to face surveys, flyers, text and newsletter articles, an online survey would be devised to ensure that the association uses all resources available to encourage tenant participation. A prize draw would also be included to encourage returns.

Committee sought clarification on future rent increases contained in the 30 year financial projections. The Finance Agent will clarify if the projections are based on CPI + 3.5% for 3 years or 5 years.

The Finance Agent was then excused and left the meeting at 5.50pm.

8.2 Spire View Community Hub

The Director advised Committee that the Hub is now up and running. She confirmed that all groups had now moved in and are happy with the new venue. The Director advised that staff have been very busy taking new lets and she hopes that this trend will continue.

The Director advised that the Association was notified by Investing in Communities Fund that we had been put on the reserve list for funding for the volunteer co-ordinator post funding, should this award be granted it would fund this post for a least 1 year.

The Director advised that negotiations were still ongoing with the shop keeper and as yet the lease had not been triggered. A further meeting with the shop keeper would take place on 27th November 2019 to iron out any issues and hopefully move this forward.

Committee noted that the most recent Cost Report No16 where the QS highlighted the cost of the final account and the level of risk items. The design team continue to meet with the Contractor to negotiate these final costs. This process will be supported by our Development Consultant / Project Manager.

The Director confirmed that the key holding at the Blue Roof hand been terminated and the keys now handed back to Glasgow Life.

8.3 Business Planning Away Day – Feedback / Update

Committee noted content of report (copy available). Committee commented that they enjoyed this event and felt the session were very interesting. The also advised that they liked the new venue.

8.4 Committee Appraisal Update

Committee noted content of report (copy available). The Corporate Governance Officer updated Committee on progress made thus far and advised that a copy of the draft appraisal questionnaire would be circulated for Committee consideration. Following this the final appraisal survey would be circulated to all members for completion and 1-2-1 interviews would be arranged to take place in January 2020.

8.5 Membership Report

Committee noted the Content of the report (copy available). Committee approved 3 new membership applications and use of the seal.

8.6 Christmas 2019

Committee noted content of report (copy available). Committee noted the date, time and venue of this year's Committee Christmas night out. Committee also agreed to the purchase and distribution of £10 Love to Shop Vouchers for all tenants over the age of 65. Committee agreed that this Christmas gift to all over 65 year olds would be an annual exercise and there would be no requirement to seek Committee approval on this purchase going forward.

9. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Maintenance Performance Reports to 30th September 2019.

Committee noted content of report (copy available). A Committee Member asked if audits were carried out on Gas Servicing & Quality Assurance. The Depute Director confirmed that Argon Technical currently carry out an audit of this service and report back any issues they find to staff.

9.2 Planned/Cyclical Maintenance Report

Committee noted the content of report (copy available) Committee approved the appointment of Reid Associates for QS services.

Committee also discussed the ground maintenance contract and the options available on how to proceed with this contract. However, the Depute Director advised that she had sought legal advice on this issue and was currently awaiting a response on this. Committee discussed this and agreed to await a further update from the Depute Director following legal advice to allow an informed decision to be made.

9.3 Glenbarr Street Development

The Director advised the demolition of this site was now complete. A discharge request for all pre-construction planning conditions was submitted and now all but one has now been discharged. Committee noted that construction would likely commence in January 2020. The Depute Director advised that as these works progress she would continue to update Committee on progress and costs.

Standing orders called at 6.45pm

9.4 Environmental Report 91-99 James Nisbet Street – Verbal Report

The Depute Director advised that she was currently awaiting further information on this project to allow her to move this forward. She confirmed that once all information had been received and collated, a full report to Committee for discussion and approval.

9.5 98 James Nisbet Street – Extension to Lease

Committee noted the content of this report and approved the extension of the current lease to 'Help 4 the Homeless' at 98 James Nisbet Street for 6 months from 1st January 2020.

10.0 POLICY REVIEW

10.1 Attendance Management Policy

Committee considered the revised draft Attendance Management Policy and after some discussion Committee agreed to adopt and implement.

10.2 Allocation Policy

The Director apologised to Committee that this report was not included within this months papers and advised that although it was almost ready to go she felt Committee would require more time to consider this. She therefore sought Committee permission to present this policy early in 2020. Committee agreed to this request.

11.0 DATE & TIME of NEXT MEETING

The next Management Committee meeting will take place on Monday 27th January 2020 at 5.00pm.

12.0 AOCB

12.1 Tenancy Support Officer

The Director advised that unfortunately the funding ended for the provision of the Tenancy Support Officer. However the Simon Community have agreed to pay half of this salary and cost until 31st March 2020. Committee are aware that provision was already made within our budget to allow continuation of this service should funding no longer be available. Hawthorn Housing Co-op who currently lead on this project are investigating other funding sources.

12.2 SFHA Affiliation

The Director read out a letter received from SFHA asking if Spire View would like to affiliate in 2020. Committee discussed this matter and decided not to join SFHA at this time.

12.3 St Roch's Lunch Club

Committee noted a thank you card from St Roch's lunch club thanking Committee for their recent donation.

12.4 Young @ Heart Club

Committee noted a thank you card from the Young @ Heart club thanking Committee for their recent donation.

12.5 Donation Request

The Corporate Governance Officer put forward a donation request from St Roch's Secondary School to Committee as it was the second request in a 12 month period. The policy states that donations to the same

organisation in a 12 month period must be considered by Committee. Committee discussed this donation request for pupils trip to Malawi and agreed to donation £200.

12.6 Strategy & Development Funding Plan 2020-21 to 2024-25

Committee noted content of report (copy available). Committee approved the updated SDFP and instructed that this be submitted to DRS Housing & Regeneration Services (DRS) by the deadline of 24th December 2019.

Meeting closed at 7.25pm
Minutes 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 _____