

RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

**Minutes of Management Committee Meeting
held on
TUESDAY 15TH DECEMBER 2020 at 5.30pm via ZOOM**

Present:

Robert McLeary – Chair
Edward Harkins – Vicechair
Geraldine Baird – Secretary
Nora Dillon
Jean Stewart
Frances Cunningham
Mary Ellen McKeown
Gary Gow
Christine McPhail

In Attendance:

Elaine Lister - Director
Lucy Neilson - FMD

Leave of Absence:

Jean Gow
Eveline Thomson

AGENDA ITEM 1 – APOLOGIES

Apologies noted : Karen McCartney

AGENDA ITEM 2 - DECLARATION OF INTEREST

The Director, Edward Harkins and Geraldine Baird noted their interest as members of the SHAPS pension scheme in the draft budget (agenda item 6).

Robert proposed taking agenda items 5-7 next – this was approved by members

AGENDA ITEM 5 – MANAGEMENT ACCOUNTS

Lucy Neilson from FMD advised that the Management Accounts for Quarter 2 Had been presented to the Finance & Audit Sub-Committee on 17th November 2020 and were now being presented to the Committee for approval.

As there were no questions, the accounts were approved.

AGENDA ITEM 6 – DRAFT BUDGET 2020/2021

Lucy presented the key points of the draft budget, highlighting the assumptions made, the Statements of Comprehensive Income and Financial Position and budgeted Management Expenses. She confirmed that the draft budget ensured all Covenants would be met.

In answer to questions from the Committee it was noted,

- There were no loans due to be paid off in the next financial year
- The use of LIBOR as the base reference points for inflation was stop by the end of 2021
- Inflation rates were predicted to start steadily increasing – budget can be reviewed to reflect any increase
- There was sufficient cushion to allow the Association to react to changes
- The rent increase was based on October's RPI + 1% which was 1.3% but the proposal was to cap the increase to 2% in recognition of the impact of COVID
- Consultation on the proposed rent increase would be carried out during January, prior to final approval in February
- EVH was due to go back into negotiations over the salary increase as inflation was below the floor set in the 3 year deal
- Discussions with South Lanarkshire Council on the sale of the Caledonian centre were currently on hold

As there were no further questions the Committee unanimously approved;

- The assumptions made in the draft budget
- Consultation on a proposed rent increase of 2%
- The draft budget

AGENDA ITEM 7 – REVIEW OF FINANCIAL REGULATIONS & PROCEDURES

Lucy advised that these had been considered by members of the Finance & Audit Sub-Committee at the meeting on Tuesday 17th December 2020 and were not being presented for final approval.

After consideration of the amendments made the reviewed Financial Regulations and Procedures were approved by the Management Committee.

Robert thanked Lucy for her presentations and reverted back to the agenda.

AGENDA ITEM 3 – MINUTES OF PREVIOUS MEETING

Minutes of the previous meeting held on 3rd November 2020 were noted as a true record.
Proposed : Jean Stewart

Seconded : Frances Cunningham

Agenda Item 3.1 – Matters Arising

3.1.1 Furlough/Employers Retention Scheme

It was noted that, a result of South Lanarkshire authority being moved into Protection Tier 4, one member of staff was now furloughed.

Committee accepted recommendation to keep the staff member on furlough until after the holiday period when the position would be reviewed.

3.1.2 Annual Assurance Statement

It was noted that the Statement had been submitted before the deadline

3.1.3 Aspire

Committee noted that discussions with SLC on the purchase of the Caledonian centre would be picked up as soon as practical

After discussion it was agreed to hold recruiting members onto the Board of Aspire. Elaine will check the agreement regarding calling Board meetings.

Elaine agreed to act as company secretary for the Aspire Board

AGENDA ITEM 4 – MINUTES OF PREVIOUS MEETINGS

Agenda Item 4.1 Minutes of Finance & Audit Sub-Committee

Minutes of the sub-committee meeting held on 17th November 2020 were noted as a true record.

Proposed : Frances Cunningham

Seconded : Robert McLeary

Agenda Item 4.2 Minutes of Housing Management Sub-Committee

Minutes of the previous meeting held on 1st December 2020 were noted as a true record.

Proposed : Mary Ellen McKeown

Seconded : Jean Stewart

AGENDA ITEM 8 – SHR MONTHLY RETURN

Committee noted the return submitted for November 2020.

AGENDA ITEM 9 – COMMITTEE DIGEST

Agenda Item 9.1 – Service Delivery Update

Elaine presented the update on the provision of services in line with government guidelines for authorities in Protection Tier 4.

Committee noted update

Christine McPhail and Edward Harkins left the meeting

Agenda Item 9.2 – Children’s Christmas Vouchers

Elaine explained that concerns regarding the payment of vouchers in lieu of the Panto trip had been discussed at the Housing Management Sub-Committee meeting. Members had agreed not to offer vouchers but to commit to having a children’s event during the school holiday, restrictions permitting. This proposal had been approved by the Chair.

Committee noted the update

Agenda Item 9.3 – Away Day

Elaine advised that, given the current COVID restrictions and uncertainty, the Committee ‘away day’ had not as yet been organised.

After discussion Committee agreed;

- To postpone the away day until restrictions were lifted
- Elaine to provide updated KPIs etc for consideration for inclusion in Business Plan
- A date for the Committee’s annual appraisals would considered at a later date

Agenda Item 9.4 – Acquisition

Committee noted the details of the property and considered the issues attached to purchasing properties on the open market such as costs, setting precedence etc against the advantage of adding to the social rented stock.

After discussion Committee agreed in principle to considering purchasing the property and instructed;

- A condition/maintenance inspection and assessment to be carried out
- A financial assessment to be made
- Elaine to write an Acquisition and Disposals Policy for future reference and guidance

Agenda Item 9.5 – Note of Interest in Joining Management Committee

Committee instructed that the appropriate forms and information were to be forward to the interested person.

Agenda Item 9.6 – Donation Request

It was noted that Association had made donations to local charity group in the past.

Members agreed to make a donation of £250 and asked Elaine to draft an updated Donations Policy for future reference and guidance.

AGENDA ITEM 10 – A.O.C.B.

10.1 – Nora asked about the programme for kitchen replacement

Elaine to get information and advise at next meeting

10.2 – Robert proposed that, in lieu of the contribution made to the staff Christmas night out, an equivalent amount was offered.

Elaine noted her interest in this discussion

After discussion, Committee agreed to the proposal