

Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 29.11.23 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Eddie Marley	Chair	Chairperson
	Ian McLean	IMcL	Vice Chair
	Isabel Brodie	IB	Committee Member
	Alastair Firth	AF	Committee Member
	Steven Campbell	SC	Committee Member
	Linda Wishart	LS	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Rona Anderson	RA	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:			
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Ann Dundas	AD	Minute Taker

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from CL, EMcV and JM.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 31.10.23	
	The Management Committee noted the Minutes of the meeting of 31.10.23.	
	The Minute of 31.10.23 was approved on a proposal by RA and seconded by LW.	
3.2	Confidential Minutes of Management Committee	
	Meeting 31.10.23	
	The Management Committee noted the Confidential	
	Minutes of the meeting of 31.10.23.	

	JC presented the report and appendix.	
J. 1	Accounts	
6. 6.1	FINANCE Accounts Quarter 2 and Appendix Q2 Management	
•	FINIANIOE	
	10.1.2 nominated IMcL as an additional member to the Finance Audit and Risk Sub-Cee.	JL
	10.1.1 note the contents of the report.	
	10.1 Management Committee is asked to	
	10. Recommendations	
	IMcL to this sub-cee.	
	JC asked if anyone would be interested in joining the FA&R Sub-Cee and IMcL offered. Mge Cee agreed to nominate	
	IC asked if anyone would be interested in isining the EARD	
	Committee asked that JC contact the liquidator for RNC regarding the afterschool monies to pursue the debt.	JC
	JC presented the Interim Director's Report.	
5.	INTERIM DIRECTOR'S REPORT	
	Schedule.	
T.	The Management Committee noted the Matters Arising	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	advise the Finance Officer.	1.5
	recommendation but there were actually 2 low level. This should be altered on the FA&R Sub-Cee Minutes. AD will	AD
	Management, it states that there was 1 low level	
	The Chair asked that under Agenda Item 5 – Risk	
	The Management Committee noted the draft minutes of the FA&R Sub-Cee.	
	Committee meeting on 21.11.23 The Management Committee netad the draft minutes of the	
3.4	Draft Minutes of the Finance Audit and Risk Sub-	
	proposal by RA and seconded by SC.	
	The Confidential Minute of 08.11.23 was approved on a	
	The Management Committee noted the Confidential Minutes of the meeting of 08.11.23.	
3.3	Confidential Minutes of Management Committee Meeting 08.11.23	
	The Confidential Minute of 31.10.23 was approved on a proposal by IMcL and seconded by AF.	

6.2	It was noted that the Q2 Management Accounts have been amended from the accounts presented to the FA&R Sub-Cee. 10. Recommendations 10.1. Management Committee 10.1.1 approved the Management Accounts for the 6 months to 30 September 2023. Rent Consultation	
0.2	JC presented the report.	
	 10. Recommendations 10.1 Management Committee approved that Reidvale consults in January 2024 on a rent increase of 10% effective from 28th March 2024. 	JC
6.3	Window Replacement Tender	
	TMcK presented the report. 10. Recommendations 10.1 Management Committee 10.1.1 ratified the lowest tender from Precision Windows who carried out the close window replacement last year in Bellgrove St, 14 and 16 Annbank St and 3 and 5 Reidvale St which was completed to a high standard.	
7.	GOVERNANCE	
7.1	Internal Audit Reports and Appendix 1 – Internal Audit Report Governance Appendix 2 – Internal Audit Report Risk Management	
	JC presented the report and appendices. 10. Recommendations 10.1 Management Committee 10.1.1 noted the content of the report and the appendices. 10.1.2 approved the Management response to the findings.	
7.2	FOI Report	
1.2	JA presented the report. 10. Recommendations 10.1 Management Committee 10.1.1 noted the content of the report.	
7.3	Analysis of Complaints Received 01.07.23 to 30.09.23 JA presented the report.	
	10. Recommendations10.1. Management Committee	

	10.1.1 noted the content of the report.	
7.4	Charabaldara Dayant	
7.4	Shareholders Report AD presented the report.	
	AD presented the report.	
	10. Recommendations	
	10.1 Management Committee	
	10.1.1 noted the contents of the report.	
	10.1.2 noted there was no new shareholder memberships	
	received at para 4.1.1.	
	10.1.3 noted and approved the 4 removals of shareholders	
	identified at para 4.2.1.	
	10.1.4 noted the summary of shareholders at para 4.3.1.	
8.	OPERATIONAL	
8.1	Performance KPIs Q2	
	JA presented the report.	
	JA advised that work is still being carried out on the void	
	loss times and average days. Up to date figures will be	
	presented on the next report.	
	10. Recommendations	
	10.1. Management Committee	
	10.1.1 noted the contents of the report.	
9.	TRANSFER OF ENGAGEMENT – BALLOT AND	
	CONSENTS UPDATE AND APPROVAL OF SGM	
	CALLING NOTICES AND SPECIAL RESOLUTION	
	App 1 – Special General Meeting 1 – Calling Notice and	
	Special Transfer Resolution App 2 – Special General Meeting 2 – Calling Notice and	
	Special Transfer Resolution	
	App 3 – Castle Rock Edinvar Housing Association	
	(Places for People Scotland) Draft Special Transfer	
	Resolution	
	App 4 – OSCR Consent	
	SEE CONFIDENTIAL MINUTE.	
40	ANY OTHER RUCINESS	
10.	ANY OTHER BUSINESS 10.1 Rona Anderson – Co-optee	
	Rona Anderson tendered her resignation as she has a new	
	job and felt there would be a conflict of interest. The Chair	
	and committee thanked Rona for all her help and stated that	
	she has been hugely supportive and will be missed.	
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11.	DATE OF NEXT MEETING(S)	
	It was felt that the proposed extra meeting on 20.12.23 be	
	brought forward to 13.12.23. Committee agreed to change	
	the date of this meeting.	