



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.	

	<p>It was noted that the Q2 Management Accounts have been amended from the accounts presented to the FA&R Sub-Cee.</p> <p>10. Recommendations 10.1. Management Committee 10.1.1 approved the Management Accounts for the 6 months to 30 September 2023.</p>	
6.2	Rent Consultation	
	<p>JC presented the report.</p> <p>10. Recommendations 10.1 Management Committee approved that Reidvale consults in January 2024 on a rent increase of 10% effective from 28th March 2024.</p>	JC
6.3	Window Replacement Tender	
	<p>TMcK presented the report.</p> <p>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.</p>	
7.	GOVERNANCE	
7.1	<p>Internal Audit Reports and Appendix 1 – Internal Audit Report Governance Appendix 2 – Internal Audit Report Risk Management</p>	
	<p>JC presented the report and appendices.</p> <p>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.</p>	
7.2	FOI Report	
	<p>JA presented the report.</p> <p>10. Recommendations 10.1 Management Committee 10.1.1 noted the content of the report.</p>	
7.3	Analysis of Complaints Received 01.07.23 to 30.09.23	
	<p>JA presented the report.</p> <p>10. Recommendations 10.1. Management Committee</p>	

	10.1.1 noted the content of the report.	
7.4	Shareholders 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.	
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.	

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.	