



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 31.10.23 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
	Ellen McVey	EMcV	Committee Member
	Catherine Lowe	CL	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 JM.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 13.09.23	
	The Management Committee noted the Minutes of the meeting of 13.09.23.	
	The Minute of 13.09.23 was approved on a proposal by RA and seconded by AF.	

3.2	Confidential Minutes of Management Committee Meeting 13.09.23	
	The Management Committee noted the Confidential Minutes of the meeting of 13.09.23. The Confidential Minute of 13.09.23 was approved on a proposal by RA and seconded by AF.	
3.3	Draft Minutes of the AGM 06.09.23	
	The Management Committee noted the Draft Minutes of the AGM 06.09.23.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Matters Arising Schedule.	
5.	INTERIM DIRECTOR'S REPORT (Inc. Notifiable Events)	
	JC presented the Interim Director's Report. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report. 10.1.2 ratified the decision taken by email to set access conditions for viewing the second Register of Members as set out in paragraph 4.7. 10.1.3 agreed to the update of authorised signatories for adaption grants with the inclusion of [REDACTED] (Confidential) as set out in paragraph 4.8. 10.1.4 agreed to the extension of the receptionist post until point of transfer and if the transfer does not go ahead this will be reviewed.	
6.	FINANCE	
6.1	Bad Debt Write Offs	
	JA presented the report. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report. 10.1.2 approved the write offs contained in sections 4.2(a) and 4.2(b).	JA

7.	GOVERNANCE	
7.1	Annual Assurance Statement and Appendix 1 – Annual Assurance Statement 2023 Final Version	
	JC presented the Annual Assurance Statement 2023 Final Version and thanked the committee who had attended to check all the evidence. 10. Recommendations 10.1.1 noted the contents of this report. 10.1.2 agreed the Final Version Annual Assurance Statement 2023 for submission to the Scottish Housing Regulator on 31.10.23.	JC
7.2	New Shareholder Application	
	AD presented the report. Recommendations 10.1 Management Committee 10.1.1 noted the contents of the report. 10.1.2 considered and approved the new shareholder membership received at para 4.1.1. 10.1.3 noted the 8 removals of shareholders identified at para 4.2.1. 10.1.4 noted the summary of Shareholders at para 4.3.1.	
	JA and TMcK left the meeting at this point.	
8.	TRANSFER OF ENGAGEMENT – Stage 1 Formal Consultation Outcomes and Approval of Next Steps (Confidential) and Appendices 1. Stage 1 Outcomes Report 2. Draft Stage 2 Notice 3. Draft Pre Ballot Notice 4. Ballot Paper Covering Letter 5. Mock up Ballot Paper with Ballot Question 6. OSCR Application to Wind up or Dissolve as a Charity 7. Updated Transfer Risk Register	
	See Confidential Minute.	
9.	ANY OTHER BUSINESS	
9.1	Staffing Sub-Committee Report	
	CL presented the report. 10. Recommendations 101.1 Management Committee noted the contents of the report.	

10.	DATE OF NEXT MEETING(S)	
	Extra Management Committee Meeting – TBA before next Mge Cee of 29.11.23 Finance Audit and Risk Sub-Cee – Tues. 14.11.23 (subject to change) Management Committee – Wednesday 29.11.23	