



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 16.08.23 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Eddie Marley	Chair	Chairperson
	Jane Marley	JM	Committee Member
	Isabel Brodie	IB	Committee Member
	Paul McCrudden	PMcC	Committee Member
	Ellen McVey	EMcV	Committee Member
	Rona Anderson	RA	Co-optee
	Steven Campbell	SC	Casual Member
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:	Graeme Bruce	GB	Finance Agent
	Ann Dundas	AD	Minute Taker
IN ATTENDANCE:	Mags Lightbody	ML	Transfer Adviser

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Helen Moore and Alastair Firth.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 28.06.23	
	The Management Committee noted the Minutes of the meeting of 28.06.23.	
	The Minute of 28.06.23 was approved on a proposal by IMcL and seconded by JM.	
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3.2	Confidential Minutes of Management Committee Meeting 28.06.23	
	The Management Committee noted the Confidential Minutes of the meeting of 28.06.23. The Confidential Minute of 28.06.23 was approved on a proposal by IMcL and seconded by EMcV.	
3.3	Draft Minutes of the Finance, Audit and Risk Sub-Committee 08.08.23	
	The Management Committee noted the Draft Minutes of the Finance Audit and Risk Sub-Committee.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Members Matters Arising Schedule. Committee asked regarding “26.04.23 – Agenda Item 4 – check availability of fuel vouchers” as this shows “complete” but committee do not know the outcome. JC will check with JA.	JC/JA
5.	FINANCE	
5.1	Financial Statements for the Year End 31 March 2023 (Confidential) and Appendices: A1. Financial Statements; A2. Comparison of Financial Statements to Management Accounts for Year Ended 31.03.23; A3. Audit Summary Report 2023; A4. Letter of Representation 2023	
	GB presented the report and appendices. [REDACTED] [REDACTED] [REDACTED] (Redacted – Confidential) GB explained that the letter of representation is a letter of comfort for the auditors which says we have made assumptions around depreciation; the SHAPS pension or around anything that we cannot quantify. 10. Recommendations 10.1 Management Committee 10.1.1 noted the Financial Statements for the year ended 31 March 2023.	

	<p>10.1.2 approved the Financial Statements for the year ended 31 March 2023.</p> <p>10.1.3 noted movement from Management Accounts to Financial Statements as per Appendix 2.</p> <p>10.1.4 noted Chiene and Tait's Audit Summary Report as per Appendix 3.</p> <p>10.1.5 noted the letter of representation as per Appendix 4.</p> <p>10.1.6 approved the letter of representation as per Appendix 4.</p>	
5.2	Appointment of External Auditor 2023/24 (Confidential)	
	<p>GB presented the report.</p> <p>Committee asked if GB was satisfied in terms of the forensic nature of the External Auditor's examinations of our processes and procedures and GB advised the audit process was thorough.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 approved the reappointment of Chiene and Tait as auditors for the financial year 2023/24.</p>	GB
5.3	Annual Internal Financial Assurance Report 2022/23 (Confidential) and A1 – Annual Internal Report on Internal Controls Assurance	
	<p>GB presented the report and appendix.</p> <p>GB reported that as part of the Annual Accounts there is a statement by both the Management Committee and the auditors on internal controls and this is to give the committee a degree of comfort as to what has been agreed during the year.</p> <p>11. Recommendations</p> <p>11.1 Management Committee</p> <p>11.1.1 noted the contents of the report.</p> <p>11.1.2 approved the Annual Assurance report for 2022/23 at Appendix 1 of the report.</p>	

	GB left the meeting at this point.	
6.	TRANSFER (CONFIDENTIAL) and Appendices: A1 – TIS Tenant Consultation Report August 2023 A1a – TIS Report – Feedback and Action Log July 2023 A2 – RHA and PFPS – TOE Business Case – Draft 09.08.23 A3 – Legal Due Diligence Report A4 – Draft TOR Reidvale Tenants and Residents Focus Group	
	See Confidential Minutes.	
7.	ANY OTHER BUSINESS	
7.1	Nominations Received From tenants to Join Management Committee JC tabled a report showing that, from the AGM papers distributed, 2 external nominations have been received, shown in the report as Applicant A and Applicant B, to join the Management Committee. It was suggested that the 2 nominees are invited for interview with 2/3 Management Committee members when it would be explained about the code of conduct and if the nominees still wished to proceed then they could be elected at the AGM. It was noted that there is a Mge Cee meeting on 13 th September and that the 2 nominees should only be invited to observe at that meeting with no papers being provided, as part of the induction process. After discussion it was agreed both nominees be invited for interview with EM, IMcL and HM.	JC/AD
7.2	Fire in Bathgate Street	
	Committee asked if a report had been received from the Fire Service as to the cause of the fire. JC that she has not received a report and an FOI request has now been made. JC advised that all residents were back in their flats apart from the flat where the fire had been and the flat directly above.	
	The meeting finished at this point.	