

Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 26.10.22 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Paul McCrudden		Committee Member
	Ellen McVey		Committee Member
	Victoria Willan		Committee Member
	Catherine Lowe		Co-optee
	Rona Anderson		Co-optee
	(part meeting)		
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:			
	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
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1.	APOLOGIES	
	Apologies were received from Mrs Marley, Mr Firth and Ms Brodie.	
2.	DECLARATIONS OF INTEREST	
	There were no new declarations of interest to note.	
3.	MINUTES	
3.1	Minutes of the Management Committee meeting 28.09.22	
	The Management Committee noted the Minutes of the meeting of 28.09.22.	
	The Minute of 28.09.22 was approved on a proposal by VW and seconded by PMcC.	
3.2	Confidential Minutes from the meeting of 28.09.22	
	See Confidential Minute sent separately.	

3.3	Draft Minutes of the Finance Audit and Risk Sub-	
3.3	Committee meeting 18.10.22	
	The Management Committee noted the draft minutes of the	
	FA&R Sub-Cee meeting held on 18.10.22.	
	CL asked if the Major Repairs Budget included the	
	stonework. JC confirmed that it did. CL advised that she	
	felt that as this was cut and shown to the actual contract	
	value on the draft budget presented to the FA&R Sub-Cee	IC/CD
	that there should be a contingency amount included. JC agreed and will speak to GB.	JC/GB
	agreed and will speak to GB.	
	CL advised that there is no budget line for the removal of the	
	water tanks and asked where it was being funded from. TMcK advised that as the amounts were very low that it was	
	taken from the Day to Day Budget.	
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4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Meeting	
	Matters Arising Schedule.	
	CL advised in the matters arising schedule it was noted from	
	the minute of 31.08.22 – Agenda Item 3.1 – Component	
	Accounting, that bathrooms (30 years) and Central Heating	
	(30 years) distribution was noted and CL felt that this was too long and that 15-20 years was more the norm and asked	
	what was in the stock condition survey. TMcK advised that	
	it was 30 years.	
5.	INTERIM DIRECTOR'S REPORT (CONFIDENTIAL)	
	See Confidential Minute sent separately.	
6.	GOVERNANCE	
6.1	FOI Report	
	JA presented the report. JA advised that the FOI	
	submission was due to be submitted by 04.11.22.	
	10. Recommendations	
	10.1 The Management Committee	
	10.1.1 noted the contents of the report.	
6.2	Draft Annual Assurance Statement Report and Draft	
	Annual Assurance Statement Appendix	
	JC presented the report and appendix.	

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y assessment on the potential impact on the ad been carried out. JC advised that GB is different options ie. looking at 0%; 0% and sh in the bank or being allowed to do a small advised that it is known what is required restment programme and stonework and work from the pandemic and acknowledged able to implement a rent increase would have spact. JC advised that RHA was in a position approvements could be funded through a using t of reserves. CL advised this was not enough	
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	10.1.4 noted the summary of shareholders at para 4.3.1.	
	land the community of characters at parts there is	
7.	STRATEGY	
	There was no strategy report.	
8.	FINANCE	
8.1	Education Awards	
	AD presented the report.	
	CL asked if any commitment for the Further Education Awards would be passed over as a legal commitment to a	
	receiving organisation. JC advised that it would.	
	10. Recommendations	
	10.1 The Management Committee	
	10.1.1 considered and approved the new application for a Further Education Award.	
9.	STAFFING	
J.	There was no report.	
	There was no report.	
10.	OPERATIONS	
10.1	Policy Papers and Notifiable Events; Anti Fraud Bribery and Corruption and Writing Off Former Tenant Balances Appendices	
	JC presented the report and Notifiable Events and Anti Fraud, Bribery and Corruption Policies.	
	CL asked that the summary page be updated on the Anti Fraud, Bribery and Corruption Policy and JC agreed that this would be done.	JC
	JA presented the Writing Off Former Tenant Balances Policy. CL advised that is not reflective of what the Financial Regulations say and JA advised that this has been checked with GB and confirmed that it does. CL then asked that a change be made to the reporting procedures to tie up with the Financial Regulations to show that anything under £100 be delegated to the Director and anything over £100 needs	
	to come to the Management Committee for approval. JC agreed that this amendment will be made. CL also asked that under the linked policies that the Financial Regulations should be added and JA will make this change.	JA

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	10. Recommendations	
	10.1 The Management Committee	
	10.1.1 noted and agreed the Notifiable Events Policy.	
	10.1.2 noted and agreed the Anti-Fraud, Bribery and Corruption Policy.	
	10.1.3 noted and agreed the Writing Off Former Tenancy Balances Policy subject to the agreed amendments.	
10.2	Health and Safety Report	
	TMcK presented the report.	
	Recommendations	
	The Management Committee	
	noted the contents of this report.	
10.3		
10.5		

	(REDACTED - CONFIDENTIAL)	
11.	QUARTERLY REPORTS	
11.1	Q1 Analysis of Complaints	
	JA presented the report.	
	or presented the report.	
	10. Recommendations	
	10. Necommendations	
	10.4 The Management Committee	
	10.1 The Management Committee	
	10.1.1 noted the contents of the report.	
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12.	ANY OTHER BUSINESS	
12.	ANT OTHER BUSINESS	
40.4	A LPC and Management Organization Management	
12.1	Additional Management Committee Meeting	
	JA advised that an additional meeting was required to	
	consider the advert for the expressions of interest for the	
	transfer of engagement. After discussion it was agreed that	
	the meeting would be held on Wednesday 2 nd November at	
	5.30 pm.	
	Date of Next Meeting(s)	
	FA&R 08.11.22	
	Additional Mge Cee 02.11.22	
	Mge Cee 30.11.22	