



Agenda Item 3.1 Minutes

Reidvale Housing Association Management Committee meeting held on 31.05.23 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
	Alastair Firth	AF	Committee Member
	Steven Campbell	SC	Casual Member
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	Co-optee
	Helen Moore	HM	Vice Chair
	Rona Anderson	RA	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director
Attendance:	Jacqui Anderson	JA	Housing Manager
	Terry McKenna	TMcK	Maintenance Manager
	Graeme Bruce (Left after Agenda Item 8)	GB	Finance Agent
	Ann Dundas	AD	Minute Taker
In Attendance:	Mags Lightbody (Agenda Item 6.3		Transfer Adviser

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received from Paul McCrudden and Ellen McVey.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted. CL and IMcL declared an interest for Agenda Item 6.4.	

3.	MINUTES	
3.1	Minutes of Management Committee Meeting 26.04.23	
	The Management Committee noted the Minutes of the meeting of 26.04.23. The Minute of 26.04.23 was approved on a proposal by JM and seconded by HMCL.	
3.2	Draft Minutes of Finance Audit and Risk Sub-Committee 16.05.23	
	The Management Committee noted the draft Minutes.	
	The Chair brought Agenda Item 8 Finance forward to this point in the meeting. GB reported on Agenda Item 8.1; 8.2 and 8.3 and then left the meeting.	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Members Matters Arising Schedule. Committee asked if the estate management walkabout with committee had been arranged and JA advised that we were still working on availability. Committee asked if any further information was available with regards to committee training. AD advised that a trainer had been identified for the Business Planning and Risk Management (to incorporate finance). Committee agreed that this should be arranged towards the end of July beginning of August and AD will arrange this and advise of available dates and committee asked that this be arranged on a Wednesday evening.	JA AD
5.	INTERIM DIRECTOR'S REPORT (Confidential)	
	JC presented the report which covered recruitment; FOI; CCTV and donations request. 10. Recommendations 10.1 Management Committee noted the contents of the report.	
6.	GOVERNANCE	
6.1	Governance Report and Appendices 1. Workplan; 2. Governance Improvement Plan; 3. Risk Register; 4. Business Plan; 5. Notifiable Events Register	
	JC presented the report and appendices.	

	<p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>101.1 noted the progress contained within the appendices.</p> <p>10.1.2 agreed the work plan for the second quarter of 2023.</p> <p>10.1.3 agreed the amendments to the risk register.</p>	
6.2	<p>Annual Return on the Charter (ARC) and Appendices:</p> <p>1. The ARC Preparation Document; 2. Charter Return</p>	
	<p>JC presented the report and appendices.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee</p> <p>10.1.1 noted the contents of this report.</p> <p>10.1.2 agreed the ARC be submitted to the Scottish Housing Regulator by 31st May 2023.</p>	JC
6.3	<p>Transfer Report (Confidential and Commercially Sensitive) and Appendices:</p> <p>1. Early Stage Tenant Consultation – TIS Outcome Report;</p> <p>2. Business Case – Contents Page and List of Appendices;</p> <p>3. Transfer News 4 Tenant Consultation Outcome and Next Steps</p>	
	<p>JA; TMcK and AD left the meeting for this item.</p> <p>See confidential minute.</p>	
6.4	<p>Shareholders Update</p>	
	<p>CL and IMcL left the meeting at this point.</p> <p>AD presented the report.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the contents of the report.</p> <p>10.1.2 considered and approved the 2 new shareholder membership applications received at para 4.1.1.</p>	

	10.1.3 noted that there are no new removals of shareholders identified at para 4.2.1. 10.1.4 noted the summary of shareholders at para 4.3.1.	
7.	STRATEGY There was no Strategy Report.	
8.	FINANCE	
8.1	Q4 Management Accounts Report and Appendix 1 - March 2023 Management Accounts GB presented the report and appendix. <div style="background-color: black; width: 450px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 530px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 515px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 55px; height: 15px; margin-bottom: 5px;"></div> (Redacted – Confidential) 10. Recommendations 10.1 Management Committee 10.1.1 noted the Management Accounts for the year ended 31 March 2023. 10.1.2 approved the Management Accounts for the year ended 31 March 2023.	
8.2	Five Year Financial Plan Projections and Appendices: 1. Five Year Financial Projections 2022/2027; 2. 30 Year Financial Projections	
	GB presented the report and appendices. <div style="background-color: black; width: 485px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 400px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 540px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 505px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 510px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 520px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 375px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 520px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 475px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 510px; height: 15px; margin-bottom: 5px;"></div> (Redacted – Confidential)	

	<p>11. Recommendations</p> <p>11.1 Management Committee</p> <p>11.1.1 noted the Five Year Financial Projections 2023/2028.</p> <p>11.1.2 approved the Five Year Financial Projections 2023/2028 and their submission to the SHR by 31 May 2023.</p>	
8.3	<p>Loan Portfolio Return 2022/23 Report and Appendix 1 – Loan Portfolio Return</p> <p>GB presented the report and appendix.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the Loan Portfolio Return 2022/23.</p> <p>10.1.2 approved the Loan Portfolio Return 2022/23 and subsequent submission to the SHR by 30 June 2023.</p>	GB
	<p>As GB was leaving after Agenda Item 8 Committee asked for assurance with regards to Agenda Item 10.2, Stonework Tender, [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] (Redacted – Confidential Discussion)</p>	
9.	<p>STAFFING</p> <p>There was no Staffing Report.</p>	
	<p>Standing Orders were suspended at this point (7.25 pm).</p>	
10.	<p>OPERATIONS</p>	
10.1	<p>Estate Management Report and Appendix 1 Estate Management Survey</p> <p>JA presented the report and appendix.</p> <p>Committee commented that this was a very good report.</p> <p>JA advised that the remaining 32 properties which were to be completed by the end of May have been carried out and that only minor works have been identified.</p>	JA

	<p>Committee advised that RHA should look in to funding for the works required to the planters. JA advised that she will investigate funding available. JA advised that a grant has been awarded from GCC for Duke/Bluevale Street.</p> <p>JA advised that we are looking at setting up a working group. Committee stressed that it is important that all staff, when out in the area, report back any issues. JA advised that this has been stressed to the team.</p> <p>Committee asked that the list of repairs/issues identified from the Estate Management Report be published on the website. JA agreed that this would be done.</p> <p>10. Recommendations</p> <p>10.1 Management Committee</p> <p>10.1.1 noted the contents of the report.</p> <p>10.1.2 agreed for a report to be presented to the Management Committee on the condition of RHA’s planters.</p>	<p>JA</p> <p>JA</p>
<p>10.2</p>	<p>Stonework Repairs Tender and Appendix 1 - Armours Tender Report</p>	
	<p>TMcK presented the report and appendix.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>(REDACTED – CONFIDENTIAL)</p> <p>10. Recommendations</p> <p>10.1 The Management Committee</p> <p>10.1.1 agreed to increase the budget to £330k.</p>	<p>JC</p> <p>TMcK</p>

	10.1.2 agreed to award the contract to CBC Stone Restoration & Conservation Ltd who provided the most economically advantageous tender.	
10.3	Landscape Maintenance Tender Return	
	<p>TMcK presented the report.</p> <p>Committee asked that the contract should be offered on a 1 year contract to include the option to extend subject to negotiations and cost.</p> <p>10. Recommendations</p> <p>10.1 The Management Committee</p> <p>10.2 accepted the lowest tender of [REDACTED] (Redacted – Commerically Sensitive) from Digby Landscaping following receipt of suitable references from other housing associations and to include the option to extend the contract subject to negotiations and cost.</p>	TMcK
11.	QUARTERLY REPORTS	
	There were no Quarterly Reports.	
12.	ANY OTHER COMPETENT BUSINESS	
12.1	Staffing Matters (Confidential)	
	All staff left the meeting for this item. See Confidential Minutes.	
13.	DATE OF NEXT MEETING(S)	
	Management Committee 28.06.23	