



**Agenda Item  
Minutes**

**Reidvale Housing Association Management Committee** meeting held on 29.06.22 at 7.30 pm by video conference using Teams and in person in RHA Board Room

<b>Attendance:</b>	Eddie Marley	Chair	Chairperson
	Helen Moore	HM	Vice Chair
	Ellen McVey	EMcV	Committee Member
	Alastair Firth	AF	Committee Member
	Victoria Willan	VW	Committee Member
	Rona Anderson	RA	Co-optee
	Paul McCrudden	PMcC	Committee Member
	Jane Marley	JM	Committee Member
	Catherine Lowe	CL	Co-optee
<b>Staff/Adviser(s) Attendance:</b>	Jill Cronin	JC	Interim Director
	██████████ (Redacted – Third Party Personal Details)	█	TCYoung

NO.	ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	The Chair welcomed Members to the Management Committee meeting and explained that a number of reports would be carried forward to the next Management Committee meeting because of the time already given to the Special Management Committee meeting.	
<b>1.</b>	<b>APOLOGIES</b>	
	Isabel Brodie – Committee Member	
	Irene McInnes – Committee Member	
<b>2.</b>	<b>DECLARATION OF INTEREST</b>	
	There were no new declarations of interest.	
<b>3.</b>	<b>Minutes of Previous Meeting</b>	
	Management Committee agreed the minutes of the meeting of 25 <sup>th</sup> May 2022. Proposed by Alastair Firth. Seconded by Jane Marley.	
<b>6.1</b>	<b>AGM ARRANGEMENTS</b>	
	Management Committee agreed to reserve the AGM for essential AGM business only but to hold an open forum following the meeting for any shareholders questions.	AD

<b>6.2</b>	<p><b>ELECTION PROCESS</b></p> <p>Both Irene McInnes and Helen Moore indicated their intention not to retire at the AGM as they had previously stated.</p> <p>Irene McInnes, Paul McCrudden and Jane Marley are required to stand down in line with the Rules and all three indicated their intention to stand for re-election.</p> <p>Management Committee agreed the recommendations.</p>	AD
<b>6.3</b>	<p><b>Factoring – Written Statement of Service</b></p> <p>CL proposed a series of amendments and clarifications including making clear the policy for consultation with owners relating to major repairs. AF asked that the schedules are dated to be clear on the time period they relate to.</p> <p>RA commented that the Management Fee was particularly low and that the level of fees should reflect what it costs to run the service. The Management Fee should also include costs of the brokerage fee. It was agreed that this would be included for 2022/23 invoicing.</p> <p>It was also requested that serious disputes relating to factored owners service should be reported to Management Committee along with the costs involved.</p> <p>Management Committee agreed the recommendations on the basis of the amendments above.</p>	JA
<b>6.4</b>	<p><b>Internal Audit Plan</b></p> <p>Management Committee agreed the proposals for internal audit as set out in the draft internal audit plan, and as recommended by Finance Audit and Risk Sub Committee.</p>	JC
	<b>All staff left the meeting at this point.</b>	
<b>3.2</b>	<p><b>Confidential Minutes of the Management Committee meeting of 25th May 2022 were agreed.</b></p> <p><b>Confidential Minutes of the Management Committee meeting of 2nd June 2022 were agreed.</b></p>	
<b>12.</b>	<b>Two further confidential items were discussed under AOB and are the subject of a confidential minute.</b>	
<b>4.</b>	<p><b>DATE OF NEXT MEETING(S)</b></p> <p><b>Management Committee 31 August 2022 5.30pm</b></p>	