

**Minutes of the Management Committee Meeting of Blochairn HA, held on 12<sup>th</sup> December 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED**

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<b>1 Sederunt</b>		<b>Actions</b>
	Present	
	Manal Eshelli, Chairperson	
	Martin Forrest, Vice Chair	
	Mary Gibb, Committee Member	
	Alexandra Lis, Committee Member	
	Jean O'Neill, Committee Member	
	John Welsh, Committee Member	
	Leanne McGowan, Committee Member	
	Anthony Carroll, Co-optee	
	Kim Stuyck, Committee Member	
	<b>In Attendance:</b>	
	Diane Hendry, Operations Manager	
	Patricia Gallagher, Interim Director	
	<b>Apologies:</b>	
	Helen McCartney, Committee Member	
	Frances Tierney, Secretary – due to issues with zoom not working.	
<b>2 Declaration of Interest</b>		
2.1	There were no registrations of interest noted.	
<b>3 Minutes of previous Management Committee meeting of 7 November 2023 - Approved</b>		
3.1	The minute of the Management Committee meeting of 26th September 2023, was circulated prior to the meeting, approved by Martin Forrest and seconded by Manal Eshelli.	
<b>4 Matters Arising – Outstanding Actions Report – Approved</b>		
4.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
4.2	Approval was given to remove all actions marked as complete. Updates were given on all other relevant items.	

	4.3	There were no further updates or queries on any of the items in the report.	
<b>5</b>	<b>Budget changes and 30 year projections - Approved</b>		
	5.1	A presentation was made by Paul McNeill of HRC consulting. Paul updated the Management Committee on budget changes that have been required due to unforeseen costs and changes in interest rates. The Management Committee approved the budget changes.	
	5.2	Paul then gave the Management Committee scenarios re different rent increases and the impact these would have on long term projections.	
	5.3	A detailed discussion then took place on possible rent increases for next year. This also included a discussion on whether or not to retain the tenant bonus scheme and the impacts keeping or removing this would have on the rent increase.	
	5.4	A discussion also took place on potential costs for the fire stops issue and programmed planned maintenance works	
	5.4	Potential rent increases from 5.5% to 7% or 8% were discussed and debated. The Management Committee approved tenant consultation on 5.5%, based on the profiled investment and with the removal of the tenant bonus scheme.	
	5.5	It was noted that a report of the feedback from the consultation will be presented to the Management Committee meeting at the end of January 2024.	ID
<b>6</b>	<b>Quarterly Management Accounts - Approved</b>		
	6.1	A written report by the Interim Director and Wylie Bisset, Finance Agents, was circulated prior to the meeting and approved.	
	6.2	In the absence of Wylie Bisset Staff the Interim Director went through the accounts and highlighted the significant variances to the management committee and the reasons for these. The ones that were due to costs being paid annually in Q1 were highlighted and Management Committee advised that these will smooth out over the year.	

	6.3	The Interim Director also advised that there had been no breach of covenants in this quarter as was reflected in the report.	
	6.4	There were no further queries or comments on this report.	
<b>7</b>	<b>Change to Financial Services provision – Approved</b>		
	7.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	7.2	Discussion took place on the variation in costs between the two providers listed as alternatives.	
	7.3	In response to a question it was noted that any provider chosen can be changed if service is not as required.	
	7.4	THE Management Committee approved the appointment of LK Praxis.	ID
<b>8</b>	<b>Confidential Report - Approved</b>		
	8.1	See Confidential minute	ID
<b>9.</b>	<b>Management Committee Induction Policy - Approved</b>		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	There were no further queries or comments on this report.	
<b>10</b>	<b>Wider Role project updates - Approved</b>		
	10.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	10.2	It was noted that the report had been issued separate to the papers but in advance of the meeting.	
	10.3	There were no further queries or comments on this report.	
<b>11</b>	<b>Draft water hygiene policy - Approved</b>		

	11.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	11.2	There were no further queries or comments on this report	
<b>12</b>	<b>Draft Dampness &amp; Mould policy - Approved</b>		
	12.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	12.2	There were no further queries or comments on this report.	
<b>13</b>	<b>Future Training Dates - Approved</b>		
	13.1	A verbal report by the Interim Director was circulated prior to the meeting and approved.	
	13.2	There were no further queries or comments on this report.	
<b>14</b>	<b>Xmas Arrangements - Approved</b>		
	14.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	14.2	Approval was given to continue with the payments for pensioners and children.	
<b>15</b>	<b>Donation to St Roch's lunch club - Ratified</b>		
	15.1	A verbal report from the Interim Director re a donation approved by the Office bearers in between meetings, was ratified.	
<b>16</b>	<b>SHR update – Noted</b>		
	16.1	A verbal report by the Interim Director was given and noted.	
	16.2	There were no further queries or comments on this report.	
<b>17</b>	<b>Landlord Health and Safety report – Noted</b>		
	17.1	A written report by the Operations Manager was circulated at the meeting and noted.	

	17.2	The Operations Manager advised that there will now be a written quarterly report on this issue.	OM
	17.3	The Management Committee noted the progress on this work. There were no further questions or queries in relation to this report.	
<b>18</b>	<b>Notifiable Events – Verbal report - Noted</b>		
	18.1	A verbal report by the Chair was given at the meeting.	
	18.2	The Chair advised that she has notified SHR with an update on the notifiable event still open and is awaiting feedback.	
<b>19</b>	<b>Health and Safety Monthly Report - Noted</b>		
	19.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	19.2	There were no further queries or comments on this report	
<b>20</b>	<b>Correspondence</b>		
	20.1	The Interim Director advised of a letter from St Roch's primary school looking for a donation to assist with a mural. The Management Committee approved a donation of £300.	<b>ID</b>
	20.2	The Interim Director advised of an invitation from EVH to re-subscribe. The Management Committee approved the continued membership of EVH.	<b>ID</b>
<b>21</b>	<b>A.O.C.B</b>		
	21.1	Transfer of Engagements – the Interim Director gave a brief overview of work to date.	
<b>22</b>	<b>Summary of actions/decisions at this meeting</b>		
	22.1	A review of all decisions/points for action was noted.	<b>ID</b>
<b>23</b>	<b>Review of the Meeting</b>		
	23.1	It was felt that a lot of discussion had taken place and a lot of issues covered.	

<b>24</b>	<b>Date and Time of Next meeting</b>		
	24.1	Tuesday 30 <sup>th</sup> January 2024 at 6pm.	All
<b>29</b>	<b>Meeting Close</b> The meeting closed at 8pm.		

Signed:

Date: