

Minutes of the Management Committee Meeting of Blochairn HA, held on 30th May 2023 at the Association's offices at 1 Blochairn Road, Glasgow, G21 2ED

1 Sederunt		Actions
	Present	Michelle Murray-Moore, Chairperson
		Martin Forrest, Vice Chair
		Mary Gibb, Committee Member
		Helen McCartney, Committee Member
		Kim Stuyck, Committee Member
		Alexandra Lis, Committee Member
		Frances Tierney, Secretary
		John Welsh, Committee Member
		Manal Eshelli, Committee Member
		Jean O'Neill, Committee Member
	In Attendance:	Diane Hendry, Operations Manager
		Patricia Gallagher, Interim Director
		Ryan Wood, Wylie Bisset – Item 7 only
	Apologies	Leanne McGowan, Committee Member
2	Declaration of Interest	
	2.1	There were no declarations of interest noted.
3	Minutes of previous Management Committee meeting of 25 April 2023 - Approved	
	3.1	The minute of the Management Committee meeting of 28 th March 2023, was circulated prior to the meeting and approved by Mary Gibb and seconded by Martin Forrest.
4	Matters Arising – Outstanding Actions Report – Approved	
	4.1	A written report by the Interim Director was circulated prior to the meeting and approved. An update was given on point 25. It was agreed t keep this as an action point and review the status of the account.
		ID
5	Draft FYFP return to SHR - Approved	
	5.1	A written report by the Interim Director was circulated prior to the meeting and approved.

	5.2	There were no queries raised on the report and permission was given to submit it to the Regulator.	ID
6	Date ARC return to SHR - Approved		
	6.1	A written report by the Interim Director was circulated prior to the meeting and approved.	ID
	6.2	The Operations Manager gave a verbal overview of performance this year compared to last year, in some of the key areas. She also advised that a full benchmarking report will be presented at a later date and will include benchmarking against our peer group.	OM/ID
	6.3	The Operations Manager also advised of new internal processes that have been established to facilitate reporting next year.	
	6.4	There were no queries raised in relation to the ARC and permission was given to submit it to the Regulator.	ID
		Ryan Wood of Wylie Bisset joined the meeting at this point.	
7	Quarterly Management Accounts to end March 2023		
	7.1	A written report by the Interim Director and Wylie Bisset, was circulated prior to the meeting and approved.	
	7.2	Ryan went through the accounts via an on-screen presentation. He highlighted and explained all of the variances.	
	7.3	Ryan advised that the covenant calculation now took account of the 2022 stock valuation. He confirmed that all covenants and ratios had been met.	
	7.4	In relation to the payments to Croner, the Director advised that the payment was for a contract and was not a retainer.	
	7.5	There were no further queries re the accounts.	
		Ryan Wood of Wylie Bisset was thanked for his attendance and left the meeting at this point.	
8	Staff Restructure - Consultation Feedback - Noted		
	8.1	The Interim Director advised that the consultation period has been extended therefore there is no feedback this evening and this item will be carried forwards to the next meeting.	ID

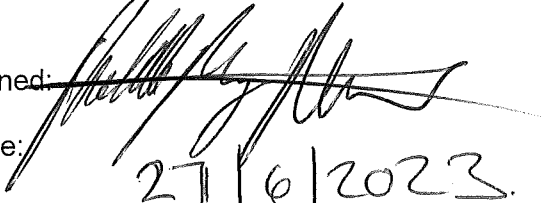
9	Draft Ant Bribery Policy - Approved		
	9.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	9.2	There were no queries raised on the report and it was approved.	
10	Draft Anti-Fraud and Corruption Policy - Approved		
	10.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	10.2	There were no queries raised on the report and it was approved.	
11	Draft Equality and Diversity Policy - Approved		
	11.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	11.2	There were no queries raised on the report and action plan and it was approved	
12	Purchase of property – Decision Ratified		
	12.1	The Interim Director advised that an offer to purchase has been made and accepted at the valuation price, therefore at no purchase cost to the Association. Some void work will be required, as per all voids and final costs will be presented to the Management Committee as soon as they are available.	ID
	12.2	The Interim Director advised that there may be a need to offer some financial assistance towards decorating the property also. Costs for this , if they arise, will be included in the report.	
	12.3	It was noted that the Agenda item should read Millbank St rather than Sandmill Street.	
13	SHR Update		
	13.1	The Director gave the Management Committee a verbal update on her last meeting with the regulator. She advised that there were no issues raised re this.	
	13.2	The Interim Director also advised that he Operations Manager will be attending the next meeting to update on the tenant health and safety.	

14	Notifiable Events		
	14.1	The Interim Director advised that an issue was raised via the Staffing sub that will need to be reported to the SHR as a notifiable event.	ID
15	Health and Safety Monthly Report - noted		
	15.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	15.2	The Interim Director advised that a report has been received re the fire risk assessment and will be presented to the next Management Committee meeting along with an action plan.	ID
16	Correspondence		

	16.1	It was noted that no correspondence has been received.	
17	A.O.C.B.		
	17.1	<u>External Audit:</u> The Interim Director advised that the on-site visit was complete and we are awaiting the final accounts and management letter. The Auditors will present their findings at the next Management Committee meeting.	
	17.2	<u>Tenant Bonus Scheme:</u> The Interim Director advised that the draw had not been run for the last few months. It was agreed that a catch up draw would be done at the next AGM.	ID
	17.3	<u>Membership Application:</u> Number 430 was approved.	
	17.4	<u>Date of AGM:</u> the date of 5 th September 2023 was proposed and accepted.	ID
	17.5	<u>Lessons Learned:</u> It was noted that this session has been moved to 27 th June as the Staffing sub was being held this evening.	
	17.6	<u>National Savings:</u> The Director advised that she had looked into this option for investments, however it appeared that this was only available for personal customers and was therefore not an option for the Association.	
	17.7	<u>Royston Youth Action:</u> The Interim Director advised that Royston youth Action will be using the office for 2 hours per week. She confirmed that she has informed the insurers. She will ask Royston youth Action for copies of their insurance certificates.	
22	Summary of actions/decisions at this meeting		
	22.1	A review of all decisions/points for action was noted.	
23	Review of the Meeting		
	23.1	The Management Committee felt it had been a quick meeting and a lot of issues had been covered.	
24	Date and Time of Next meeting		
	21.1	Tuesday 27 th June 2023 at 6pm in the offices of Blochairn HA	All
25	Meeting Close The meeting closed at 7:30pm.		

Signed:

Date:


27/6/2023.

