

**Minutes of the Management Committee Meeting of Blochairn HA, held on 30<sup>th</sup> January 2024 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	
		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	
		Calum Montgomery, Wylie Bisset, item 6 only	
	<b>Apologies:</b>	Helen McCartney, Committee Member	
		Frances Tierney, Secretary	
		Mary Gibb, Committee Member	
		Alexandra Lis, Committee Member	
		Jean O'Neill, Committee Member	
<b>2 Declaration of Interest</b>			
	2.1	There were no registrations of interest noted.	
<b>3 Minutes of previous Management Committee meeting of 12<sup>th</sup> December 2023 - Approved</b>			
	3.1	The minute of the Management Committee meeting of 12th December 2023, was circulated prior to the meeting, approved by Kim Stuyck and seconded by John Welsh.	
<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>Annual Rent Increase Proposal - Approved</b>		
	5.1	A written report by the Interim Director was circulated prior to the meeting and approved.	
	5.2	The Interim Director updated the Management Committee on further responses that had been received about the consultation. She advised that the additional 3 received brought the response rate to over 10%. She further confirmed that these respondents voted in favour of the proposed increase and the removal of the bonus scheme.	
	5.3	The Management Committee approved a rent increase of 5.5% and the removal of the tenant bonus scheme.	
	5.4	A discussion then followed on the Management fee for Factored Owners. The Interim Director advised that the operations Manager had been looking into sourcing the details of the Management Fee charges.	
	5.4	She advised that this had been looked at in details and the Operations Manager gave more information.	
	5.5	Following a discussion, the Management Committee agreed that the Management Fee should be reduced to the actual cost of the service, subject to the cost breakdown being provided at the next Management Committee meeting, prior to finalising the final budget.	OM
		Calum Montgomery from Wylie Bisset, Internal Auditors, joined the meeting at this point.	
<b>6</b>	<b>Internal Audit Reports Feedback - Approved</b>		
	6.1	A written report by the Interim Director and Wylie Bisset, internal Auditors, was circulated prior to the meeting and approved.	
	6.2	The Internal Auditor presented the findings of the audits to the Management Committee.	
	6.3	Further to the recommendation on the Health and Safety report the chair asked if a training plan would be being	

		devised for approval at the Management Committee. The Interim Director advised that this would be the course of action taken.	
	6.4	The Interim Director asked the Auditor if the requirement for training applied to all Staff as stated. Following a discussion the Auditor advised that he would double check this and refer back to the Association	ID
	6.5	There were no further queries or comments on this report.	
		Calum Montgomery was thanked for his attendance and left the meeting at this point.	
<b>7</b>	<b>Draft Budget 2024/25 – Approved</b>		
	7.1	A written report by the Interim Director and the Finance Agents was circulated prior to the meeting and approved.	
	7.2	The Interim Director went through the budget via an overhead presentation, and highlighted areas where changes were proposed/required.	
	7.3	In response to queries from Management Committee members it was agreed that the Interim Director check: cash flow re planned maintenance expenditure; What income increases in May and the monthly variations in interest received.	ID
	7.4	Approval was given to make changes discussed and for final budget to be presented at next Management Committee meeting.	ID
<b>8</b>	<b>Firestops Update - Approved</b>		
	8.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	ID
	8.2	The Operations Manager updated the meeting on the meetings and discussions to date.	
	8.3	In response to questions from Management Committee members, the Operations Manager advised that the work required at present would not be intrusive for tenants as it was external works. The anticipated timescale is 4 weeks. 2 weeks	

		for the designers and consultants to supply drawings and 4 weeks for astute to carry out the PAS9980:2022 assessment.	
	8.4	He Management Committee approved the recommended course of action.	OM
<b>9.</b>	<b>Landscape Maintenance contract 2024/25- Approved</b>		
	9.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	OM
	9.2	The Operations Manager gave an overview to the background of the report and risks of going to tender re no price guarantees.	
	9.3	In response to a question from a Management Committee member, the Operations Manager confirmed that a contract agreement would be in place for one year and performance would be monitored.	
	9.4	There were no further queries in relation to this report.	
<b>10</b>	<b>Transfer of Engagements update - Approved</b>		
	10.1	The Interim Director gave a verbal update on the current situation re the transfer of engagements and this was approved.	
	10.2	She advised of the pre due diligence work being undertaken and that she planned to meet with the Director of Spireview to ascertain their current view of the transfer.	ID
	10.3	There were no further queries or comments on this report.	
<b>11</b>	<b>Tenancy Support Service 24/25 Onwards- Approved</b>		
	11.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	OM
	11.2	There were no further queries or comments on this report	
<b>12</b>	<b>SHARE membership renewal – Not Approved</b>		
	12.1	A written report by the Interim Director was circulated prior to the meeting and approved.	

	12.2	Following discussion on the increase in costs and availability for training elsewhere, the Management Committee did not approve the continuation of the SHARE membership.	ID
<b>13</b>	<b>Landlord Health and Safety Policies - Approved</b>		
	13.1	A written report by the Operations Manager was circulated prior to the meeting and approved.	
	13.2	The statements were circulated for signing by members present. Those not present will be asked to sign at the next meeting.	OM
<b>14</b>	<b>Health and Safety Policy Statements - Approved</b>		
	14.1	A written report by the Interim Director was circulated prior to the meeting and approved	
	14.2	The statements were circulated for signing by members present. Those not present will be asked to sign at the next meeting.	ID
<b>15</b>	<b>SFHA Affiliation renewal - Approved</b>		
	15.1	A written report by the Interim Director was circulated prior to the meeting and approved	
<b>16</b>	<b>Items for Ratification - Noted</b>		
	16.1	It was noted that there were no items for ratification.	
<b>17</b>	<b>SHR update – Noted</b>		
	17.1	A verbal report by the Interim Director was given and noted.	
	17.2	There were no further queries or comments on this report.	
<b>18</b>	<b>SHR – Annual return dates and risk assessment – Noted</b>		
	18.1	A written report by the Interim Director was circulated at the meeting and noted.	
	18.2	The Interim Director explained the purpose of the information and no further queries were raised.	

<b>19</b>	<b>Notifiable Events – Verbal report - Noted</b>		
	19.1	A verbal report by the Interim Director was discussed at the meeting and noted.	
	19.2	The Interim Director advised that there are three notifiable events outstanding. She further advised that she was unsure if one of the notifiable events had been logged correctly as it look incomplete on the portal, She advised that she will check this	
<b>20</b>	<b>Freedom of information quarterly return - Noted</b>		
	20.1	A verbal report by the Interim Director was discussed at the meeting and noted.	
	20.2	The Interim Director advised that the quarterly return had been submitted and recorded no FOI/EIR requests.	
	20.3	There were no further queries or comments on this report	
<b>21</b>	<b>Health and Safety Monthly Report - Noted</b>		
	21.1	A written report by the Interim Director was circulated prior to the meeting and noted.	
	21.2	There were no further queries or comments on this report	
<b>22</b>	<b>EVH Pay Negotiations – Approved</b>		
	22.1	A verbal report by the Interim Director was discussed at the meeting and approved	
	22.2	The Interim Director advised that since the papers had been issued, a ballot had been received from EVH. She advised the meeting of the proposal.	
	22.3	The Management Committee approved the proposal and authorised the Interim Director to respond as such to EVH.	ID
<b>23</b>	<b>Correspondence</b>		
	23.1	The Chair advised the meeting that no correspondence had been received.	

<b>24</b>	<b>A.O.C.B</b>		
	24.1	<u>New Management Committee member</u> – the Management Committee agreed to invite a potential new member as an observer at the next meeting.	<b>ID</b>
	24.2	<u>Training on Governance</u> – It was agreed to move the date of this training from the 6 <sup>th</sup> to the 20 <sup>th</sup> of February via zoom.	<b>MC</b>
	24.3	<u>Bins</u> – The Interim Director advised that Staff had been working with GCC re lack of bin service in the area over the festive period. She advised that she will report back if there are any on-going issues.	<b>ID</b>
	24.4	<u>Options Appraisal review</u> – The Interim Director advised that at the next meeting, a review shall be undertaken on the business plan re the new budget and transfer of engagements.	<b>ID</b>
	24.5	<u>Playpark</u> – The Interim Director advised that work is due to start on the play area as of 5 <sup>th</sup> February 2024.	
<b>25</b>	<b>Summary of actions/decisions at this meeting</b>		
	25.1	A review of all decisions/points for action was read out and agreed.	<b>ID</b>
<b>26</b>	<b>Review of the Meeting</b>		
	26.1	It was felt that it had been a good meeting overall.	
<b>27</b>	<b>Tenant Monthly Bonus Draw – Completed</b>		
	27.1	The draw for this month was completed.	<b>ID</b>
<b>28</b>	<b>Date and Time of Next meeting</b>		
	27.1	Tuesday 30 <sup>th</sup> January 2024 at 6pm.	<b>All</b>
<b>29</b>	<b>Meeting Close</b> The meeting closed at 8.15pm.		

Signed:

Date: