

COPPERWORKS HOUSING ASSOCIATION LTD
MINUTES OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 27TH AUGUST 2019 AT 5.30PM
IN THE ASSOCIATION OFFICE AT 43 THARSIS STREET

PRESENT:	MAUREEN FLYNN	CHAIRPERSON
	JIM LAING	VICE CHAIRPERSON
	GERALDINE McLAUGHLIN	SECRETARY
	ROSEMARY GALLAGHER	TREASURER
	VINCE MULLEN	COMMITTEE MEMBER
	STEPHEN PENRICE	COMMITTEE MEMBER
	PETER KANE	COMMITTEE MEMBER
	CATHERINE COLLINS	COMMITTEE MEMBER
	ALAN SHUTE	CO-OPTEE

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MAGS BROWNLIE	DEPUTE DIRECTOR
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	CLARK DAVIDSON	FINANCE AGENT

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

Apologies received from;

ROSE McLAUGHLIN	COMMITTEE MEMBER (LOA)
DONNA RICHARDSON	HOUSING MANAGER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 25th June 2019

A Committee Member noted the following errors contained within the previous minutes of the 25th June 2019;

Item 4.0 should say Paul Rocks not Jacqueline Paterson.

Item 5.1 should say '£251,000 that the Pensions Trust have now reassessed...' not 'the banks'.

Item 5.4 should say '£930,000 of mortgages'.

Errors were also noted in the following reports in tonight's papers;

Item 5.4 Audit Tender Report section 4.1; 'vice chair' should read 'Peter Kane'

Item 7.2, Section 4.2.1.3 'Spend to date total' should read £134,745.60, not £108,063.60.

Item 9.1 Section 4.2 refers to SVHA should read 'Copperworks'.

The minute of the Management Committee meeting held on 25th June 2019 was therefore accepted following the noting of these errors and proposed by Peter Kane and seconded by Alan Shute.

3.0 MATTERS ARISING (including Actions Tracker)

The Management Committee noted that all items contained within the actions tracker are now closed.

4.0 DECLARATION OF INTEREST

There were no declarations of interest.

5.0 FINANCE REPORTS

5.1 Draft Annual Financial Statements & letters to 31st March 2019

Committee noted content of report (copy available).

The Finance Agent went over the income and expenditure for the year ended 31st March 2019. The Finance Agent advised that the association was in a good financial position.

A Committee Member requested that text be added to page 26 of the financial statements to 31st March 2019 stating under cash flows 'Payments to acquire and develop housing properties and land'

Committee considered the recommendations made and agreed the following, subject to consideration of confidential report at item 6.7 on this meeting agenda.;

- The annual financial statements to 31st March 2019 were approved.
- Committee considered and discussed the content of the management letter. It was agreed that all bank accounts are reconciled on a monthly basis and signed off by the Finance Agent.
- The Finance Agent was instructed to draft a response to the management letter accepting the recommendations and advising monthly reconciliation of all bank accounts will be carried out.
- Committee considered and approved the Letter of Representation and signing by the Chairperson along with accounts at the AGM

5.2 Management Accounts to 30th June 2019

Committee noted content of report (copy available). The Finance Agent went over the content of this report drawing Committee's attention to turnover, operating cost, current and net assets creditors due after one year and budgets. He advised that taking all of this information into consideration the Association has a strong balance sheet. Committee approved the Management Accounts to 30th June 2019.

Clark Davidson left the meeting at 6.00pm

5.3 Donations Register Report

Committee noted that £1,100.00 of donations were made in the first quarter of this financial year and the remaining budget stood at £1,400.00.

5.4 Audit Tender Report

The Finance Agent firstly apologised for the error contained within this report as the Vice Chair did not manage to attend the tender opening for the external auditors and instead another Committee Member took his place.

Committee then considered the results of the review of tenders received and agreed to recommend the appointment of French Duncan as the Association's auditors to Copperworks Members at this year's AGM. If approved, notifications will be made to the relevant authorities.

6. DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Business Plan Progress Report to 30th June 2019

The Director went over the report detailing progress against KPI's Delivery Plan and Risk. The Director pointed out that overall performance is looking quite strong in the first quarter and where targets have not been reached performance is still positive and not hugely out with target and can be improved upon throughout the year.

Committee was also satisfied with the progress reported in the delivery plan and risk reports. The Director pointed out that the Investment Strategy was on the agenda for this meeting and the Asset Management Strategy will be presented for consideration in September 2019.

6.2 Triangle Site – Park on the Hill

The Director advised that unfortunately she was made aware that some local young people had carried out some vandalism to the Triangle site over the weekend by driving over the new grass with quad bikes. This was noted by local residents and reported to the police at the time. The Police did not attend however staff are currently carrying out an investigation to identify the culprits. Staff have also raised this with Community Safety Glasgow and the Police to flag up as a hotspot and will hopefully see more patrols in this area.

Committee expressed their disappointment at this behaviour. The Director asked all local Committee to remain vigilant and report any concerns to the police / Association.

6.3 Staffing Update

The Director advised that following the resignation of our shared Finance Assistant a job advert has been drawn up and went 'live' with EVH and S1 Jobs on 23rd August 2019. Depending on how many applications are received EVH may carry out some shortlisting and cut the applications down to a manageable amount to be shortlisted internally. The Chair and Vice Chair, along with 2 Spire View Office Bearers, will be involved in the selection process and it is hoped that interviews will take place the week commencing the 30th September 2019. The Vice Chairperson advised that he will be on holiday at the end of September however the Treasurer agreed to step in with the Chairperson to interview if required.

Candidates may need to work a notice period with their current employer and we would be hopeful of having a new permanent Finance Assistant in place by the beginning of November 2019.

6.4 Complaints Handling Report to 30th June 2019

Committee noted that 5 stage 1 complaints were recorded in the 1st quarter of the financial year (March – June 2019) and had all been resolved within timescales.

6.5 Membership Report

There was 1 new membership application this month.

Jamie Watt 263 Roystonhill 2-2

The application for membership was approved and permission granted to use seal.

6.6 Secretary's Letter

Committee noted content of the letter submitted by the Secretary of the Management Committee.

6.7 Confidential Report

Committee noted the content of the confidential report circulated, noting the contents and agreeing the recommendation that the Annual Accounts presented at item 5.1 are approved for presentation to members at the forthcoming AGM.

7. DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Insurance Report – Annual Update

The Depute Director advised that she is currently progressing the Insurance Policy renewal process and will update Committee fully in September 2019, prior to the renewal date on 30/9/19.

7.2 Planned/Cyclical Maintenance Report

The Depute Director circulated an updated report to Committee as it came to her attention that the report first issued contained a mathematical error. She confirmed that the actual spend date is £134,745.60. The Depute Director apologised for this error. She then went over the current planned painter works which

include 259-299 Roystonhill gable/upper render. The Depute Director recommended a delay to the painter works and to tag this onto the window renewal contract being proposed under the 'Investment Strategy'. This will allow the association to potentially save costs on scaffolding and avoid damage to the render paint work when installing new windows. The recommendation was agreed by Committee.

7.3 Roystonhill Masterplan

The Depute Director advised that a meeting with the other partners on this project would take place on the 6th September 2019 with a view of starting discussions with DRS and the Planning department. However Planning have advised that it would be their preference that the Milburn Centre is retained and redeveloped rather than demolishing this building. The likelihood of securing funding for redevelopment is low, due to the costs involved. The Depute Director advised that community consultation would be required ahead of any plans. A further update would be provided to Committee in September 2019.

7.4 Investment Strategy

The Depute Director went over the procedure undertaken to put together the investment strategy and explained that during the self-assessment process a weakness was identified in relation to Regulatory Standard 2 '*The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.*' From this weakness we agreed better investment information/ investment plans be published in order to further bolster openness and transparency. Therefore the Depute Director has been working to address this weakness. As part of this a stock condition survey was carried out which provided updated information in relation to the condition of our properties and this fed into 30 year projections which determined the investment required to the properties over this time period. All this information will be made available on our website in the near future with relevant information published in future newsletters.

Since receiving this documentation the Depute Director advised that she has been working alongside the our Development Consultant and Finance Agent to produce a 5 year investment plan and revised 30 year projections. The Finance Agent has run these figures and has confirmed that that this investment programme is financially sustainable.

Committee discussed this matter and approved the proposed 5 year Investment Strategy and instructed the Depute Director to progress the consultation/information process. Committee further agreed in principle the programme of planned works contained in the Strategy, on the understanding that a revised budget will be presented in September 2019.

7.5 Gadshill Street Improvement Works

The Depute Director circulated a copy of a completed funding application made to the Scottish Government to assist with cost on bringing some properties up to meet the EESH standards. Approval was sought and granted by Committee to submit this application.

7.5 Gas Annual Servicing / Reactive Maintenance Contract Tender

Committee considered the report detailing the 5 companies that tendered for the Gas Annual Servicing / Reactive Maintenance Contract and unanimously agreed to appoint James Frew (Gas Sure) for a 3 year period from 1st October 2019 to 30th September 2022 with an option to extend the contract for a further 2 years.

It was noted that James Frew have also offered an apprenticeship opportunity and details of this will follow for publicising locally.

8.0 Housing Manager Reports

8.1 Housing Management Performance to 30th June 2019

Committee noted that the rent arrears report details performance for the period April –June 2019. At 30th June 2019, the Current Tenant Non-Technical Arrears stood at 1.37%. This is well below the target of 2.0%. In addition, the Total Gross Rent Arrears (this includes current and former tenant arrears and excludes technical arrears) stood at 1.79%, which again, is significantly below the 2.5% target set in the

business plan. Our former tenant arrears stood at 0.42% against a target of 0.80%. This is a good performance and well below target.

The Housing Manager went on to report that the turnaround time on void properties currently stood at 6.75 days which is also with the target of 9 days.

9.0 Policy Review

9.1 Domestic Abuse Policy

Committee approved the adoption of the proposed Domestic Abuse Policy presented.

9.2 Membership Policy Review

Committee considered the revised draft Membership Policy. The Director brought Committee attention to the revised membership application form for consideration. Committee agreed to the adoption of the revised Membership Policy and application for implementation.

9.3 Whistleblowing Policy Review

Committee considered the revised draft Whistleblowing Policy. Committee agreed to the adoption of the revised Whistleblowing Policy for implementation.

The Director also advised that Committee training would be carried out on this issue at this year's annual business planning event.

9.4 Protocol for Reporting Notifiable Events

Committee agreed the adoption of the revised Protocol for Reporting Notifiable Events for implementation.

10.0 DATE & TIME of NEXT MEETING

The AGM will take place on Tuesday 17th September 2019 at 6pm in the Roystonhill Community Hub. Thereafter the next Management Committee meeting will take place on Tuesday 24th September 2019 at 5.30pm.

11.0 AOCB

11.1 Training Reminder

The Depute Director reminded all Committee Members present that she will be running a Committee training session on Tuesday 4th September 2019 at 5.30pm in the office on 'Questions you should be asking Maintenance'.

11.2 Fundraising

The Director advised that a local young person Ben Tibbs grandson of the late Billy Tibbs had recently approached the association with an idea to climb Ben Lomond in order to raise funds to purchase a defibrillator which he then hoped to locate in an accessible cabinet at the new Community Hub. The Director advised that purchasing a defibrillator was something we had been hoping to source funding for and this was a coincidence as well as a very nice gesture. The Corporate Governance Officer advised that she had a sponsor form should anyone wish to contribute.

Meeting closed at 7.30pm
Minutes taken by Gillian Spence

I certify that the above minute has been approved as a true and accurate reflection of the proceedings

Signed (Chair) _____
Date _____