

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 4 FEBRUARY 2020 AT 10AM IN THE ASSOCIATIONS OFFICE, SKYPOINT, LENNOX DRIVE, FAIFLEY**

**Present:** Jackie Lorimer (Chair) Robert King (Vice-Chair)  
 Marion Benson (Member) Anne Culley (Co-optee)

**In Attendance:** Stephen Black, Interim Director  
 Janette Meechan, Housing Manager (minute taker)  
 Stuart McQueen, Maintenance Officer  
 Pat Long (FMD)

		<b>Action</b>
1	<p><b>Quorum Discussion</b></p> <p>Before the meeting began, there was a discussion regarding whether the meeting was quorate, it being noted that the Standing Orders set the quorum at 4 full members.</p> <p>The Association is operating in the extraordinary position of being below the minimum number of Governing Body members. We are now operating within the two-month window provided by Article 49 which specifies that:</p> <p><i>‘The Committee will continue to act while it has vacancies for Members. However, if at any time the number of Committee Members falls below seven, the Committee can continue to act only for another two months. If at the end of that period the Committee has not found new Members to bring the number of Committee Members up to seven, the only power it will have is to act to bring the number of Committee Members up to seven.’</i></p> <p>The first sentence of Rule 49 is very specific that notwithstanding the numbers remaining on Committee, it can continue to act within that two-month period.</p> <p>The Chair noted the position and commenced the meeting.</p> <p style="text-align: right;"><u>Noted</u></p>	
	<p><b>Apologies</b></p> <p>Apologies were received on behalf of Brenda Cameron.</p> <p><b>Welcome</b></p> <p>Jackie Lorimer welcomed Anne Culley to the Board as a co-optee and thanked her for taking time out of her busy schedule to assist the Association work towards compliance.</p> <p>Anne thanked Jackie and advised that she was happy to assist.</p>	

		<b>Action</b>
<b>2</b>	<p><b>Declaration of Interest</b></p> <p>There were no declarations of Interest.</p>	
<b>3</b>	<p><b>Minutes of Management Committee Meeting 15 January 2020</b></p> <p>3.1 The minutes were presented and adopted as a true record on a motion moved by Marion Benson and seconded by Robert King.</p> <p>3.2 Matters Arising</p> <p>Item 7.3 Robert King requested that the minute be amended and the following statement be removed 'members expressed their disappointment'. Robert felt that this was not a true reflection of the discussion.</p>	
<b>4</b>	<p><b>Finance Reports (FMD)</b></p> <p><b>4 (a) Management Accounts to 31 December 2019 Statement of Comprehensive Income</b></p> <p>Copies of the Management Accounts for the period to 31.12.19 had been circulated in advance of the meeting.</p> <p>Pat Long went through the accounts on a page by page basis outlining the main areas in the accounts and the following points were discussed/noted:</p> <p>Operating Surplus                      Currently showing a net operating surplus of £354,500 compared with a budgeted surplus of £143,000. The higher surplus is mainly due to lower expenditure on staff costs, maintenance and overheads.</p> <p>Interest Received/Payable:          The meeting was advised that the association is also £6,300 better off in terms of net interest payments.</p> <p>Balance Sheet:                              Members were advised that the Association's cash position is currently at just over £1.382m with projected income and expenditure for the remainder of the year reducing this to £1.122m.</p> <p>Reserves:                                      Reserves at December 2019 amount to £4.812m.</p> <p>Fixed Assets:                                 Members noted the current position.</p> <p>Creditors:                                      Members were advised the value of loans due after one year is currently 1.968m and pension liability amounts to £353,000.</p>	

		<b>Action</b>
<b>5</b>	<p><b>5 (a) Maintenance and Repairs Reports</b></p> <p>Stuart McQueen presented reports for Committee consideration and discussion.</p> <p>Day to Day/Void Expenditure: Expenditure is showing an underspend of £19,817.00.</p> <p>Store Stock: Underspend due to reduced workload.</p>	
	<p><b>4 (b) Management Expenses Analysis</b></p> <p>Anne Culley pointed out that Parts (1) and (2) were missing from the papers. The information was distributed to members.</p> <p>Staff Costs: Costs will be higher than anticipated due to Interim Director costs.</p> <p>Cyclical Repairs: Members noted that the spend to date was lower than anticipated. This is mainly because work has yet to begin.</p> <p>Maintenance/Repairs: Members noted the underspend in this area.</p> <p>Training Costs: Training costs are significantly lower than budgeted for.</p> <p>Professional Fees: Costs are significantly higher than budgeted for due to agreed Policy work with consultant.</p> <p>Major Repairs: Pat advised that the Major Repairs budget is significantly underspent due to works not progressing as expected.</p> <p>Ration Analysis: Pat advised that the Analysis was close to Budgetary estimates.</p> <p>Covenants: Members were advised that the Association is able to comply with all the financial covenants with the Royal Bank of Scotland.</p> <p>After further discussion the contents of the Management Accounts were approved by Jackie Lorimer and seconded by Robert King.</p> <p style="text-align: right;"><u>Approved</u></p>	<p><b>JM</b></p>



		<b>Action</b>
	<p>A claim has recently been submitted for the sum of £5,199 for the following works:</p> <ul style="list-style-type: none"> <li>• Installation of a shower adaptation</li> <li>• Installation of a smoke alarm for the hard of hearing</li> </ul> <p>We are currently awaiting payment.</p> <p>Committee noted the content of the report.</p> <p style="text-align: right;"><u>Noted</u></p>	
6	<p><b>5 (c) Contractors Approval</b> (tabled)</p> <p>Stuart presented a paper to Committee requesting approval of two companies to be added to our list of Contractors.</p> <p><b><u>First Glass Cleaning Ltd, Clydebank, Glasgow</u></b></p> <p>Stuart advised members that he was intending using First Glass Cleaning for the deck access properties on Faifley Road/Fullers Gate and Abbeylands Road. We had previously used them for the properties in Hart Street and the work was excellent.</p> <p><b><u>Erskine Tree Surgeons Ltd, Inchinnan, Paisley</u></b></p> <p>Stuart advised that due to the large level of overgrown trees in the area, it was his intention to instruct a tree survey.</p> <p>Anne Culley expressed a declaration of Interest as she had personally used the services of Erskine Tree Surgeons. It was noted that Anne was previously unaware of approval being sought due to the matter having been tabled.</p> <p>Stephen enquired how we had identified the Contractors and Stuart confirmed that the Director had previously sourced and approached First Glass Cleaning and Stuart had approached Erskine Tree Surgeons.</p> <p>After further discussion, approval to use both Contractors was given by Marion Benson and seconded by Jackie Lorimer.</p> <p style="text-align: right;"><u>Approved</u></p>	
	<p><b>6 Settlement Agreement Policy</b></p> <p>Stephen Black presented a draft policy to members in relation to the Use of Settlement Agreements. He explained that the Policy takes account of sector best practice and EVH guidance.</p> <p>Stephen explained that whilst the majority of employment policies should be able to resolve most workplace disputes, there may be occasions where ‘Settlement Agreements’ can be considered to take account of unique circumstances.</p>	

	<p>Such agreements can be used to tackle: ending an employment relationship; changes to working patterns; disputes over overtime arrangements; introduction of new grading systems and similar.</p> <p>Any such Agreements would be delegated to the Senior Officer of the organisation or, where it affected a member of the Management Team, the decision would fall to the Chair and Vice Chair.</p> <p>Discussion took place regarding the Policy content and whether any other potentially interested parties should be contacted or be taken account of within the document. Stephen explained that this wouldn't be necessary as it wasn't a legal document, merely a Policy which could be adapted as necessary.</p> <p>The Policy was approved on a motion by Jackie Lorimer and seconded by Robert King.</p> <p style="text-align: right;"><i><u>Approved</u></i></p>	<b>Action</b>
<b>7</b>	<p><b>New Member Application</b></p> <p>7.1 Stephen advised members that we had received a share membership application from Amanda (Mandy) White. Mandy had originally been a share member but her membership had lapsed.</p> <p>Mandy White's share membership application was approved.</p> <p style="text-align: right;"><i><u>Approved</u></i></p> <p>7.2 <b>Management Committee Recruitment</b></p> <p>Stephen advised that Mandy's application had been promoted by the recent advertisement for Governing Body members on the EVH website. Mandy has also submitted an application to join the Management Committee</p> <p>The advertisement is scheduled to run until 10 February 2020 whereby, thereafter, any completed forms would be discussed and approved by members if the applicants meet the required criteria.</p> <p>Anne Culley enquired whether there was a deadline attached to the membership drive in relation to regulatory requirements. Stephen confirmed that the deadline was 20 March 2020, two months after we dropped below seven Committee members.</p> <p style="text-align: right;"><i><u>Noted</u></i></p>	
<b>8</b>	<p><b>Approval for Use of the Seal</b></p> <p>Stephen Black was given approval for use of the Seal.</p> <p style="text-align: right;"><i><u>Approved</u></i></p>	<b>SB</b>
<b>9</b>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	

<p><b>10</b></p>	<p><b>Any Other Business</b></p> <p>No other business to discuss.</p>	<p><b>Action</b></p>
<p><b>11</b></p>	<p><b>Date of Next Meeting</b></p> <p>11.1 It was agreed to hold the next meeting on <b>TUESDAY</b> 18 February 2020 at 10am in the Associations offices.</p> <p>Anne Culley advised that she would be able to attend the meeting but that she was limited in her capacity to continue to attend morning meetings due to her own employment restrictions. Evening meetings would be more suitable. This was noted.</p> <p style="text-align: right;"><i>Noted</i></p>	

Chairperson Signature..... Date.....