

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING**
Held on 13 December 2023 at 5pm via Hybrid (zoom) and in The Associations
Offices, 76 Blackstoun Road, Paisley PA3 1NT

1. Welcome, Sederunt & Apologies

Present:

Angela Chivers	Chaired meeting
Louise McNicol	Board Member (zoom)
Laurie Kefalas,	Board Member (zoom)
Tracey Johnstone	Board Member
Kirsten Ferguson	Board Member (zoom)
Aiden McGrogan	Board Member

In Attendance:

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations (zoom)
Jim Aird	Finance Consultant
Teresa Gallagher	Minute Secretary

Apologies: Ian Williams, Jim Strang, Helen Glassford

Absent:

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 As a tenant, Angela Chivers noted a declaration of interest in the proposed rent increase paper.

3. Minutes of Meeting 29 November 2023

The resolution was proposed by Tracey Johnstone and seconded by Louise McNicol.

***Resolution;** the minutes of the meeting held on 29 November 2023 were approved as a true and accurate reflection of the proceedings.*

4. Matters Arising from Minutes 29 November 2023

4.1 None

5. Draft Budget 2024/25

- 5.1 The Finance Consultant presented the draft budget for consideration and took members through the main points as detailed in the covering report.
- 5.2 The final budget will be presented to the board in February 2024 for approval.
- 5.3 This budget includes the proposed rent increase which is next on the agenda, for approval to consult with tenants. This is the first budget in 5 years which proposes a rent increase in line with the rate of inflation as at October 2023.
- 5.4 The Finance Consultant explained £2.5million was removed from our planned maintenance in the 30-year projections.
- 5.5 Members noted we have reduced loan costs and we will look into savings where possible.

The resolution was proposed by Angela Chivers and seconded by Aiden McGrogan.

Resolution; *the Management Bboard approved the draft budget with the final version to be presented in February 2024. Members also agreed to consult with tenants on a rent increase of 5% which is in line with the CPI rate as at October 2023 of 4.6%.*

6. Rent Consultation 2024/25 Report

- 6.1 The Group Chief Executive Officer presented the rent consultation report for approval to consult with tenants on a 5% rent increase.
- 6.2 Members noted as our rent period is 4 weekly, we will charge our new rent in the 2nd period which means we will not take in some income.
- 6.3 We will use Research Resource as in previous years to carry out our consultation and report back to the Board in February 2024.
- 6.4 The sector has a varied rent increase approach this year as detailed in the appendix.
- 6.5 Members queried the rent setting policy and were assured we were adhering this. The rent consultation document will be formatted before being sent to tenants.

The resolution was proposed by Louise McNicol and seconded by Angela Chivers.

Resolution; The Management Board

- i) approved to consult with tenants on the rent and service charge increase of 5% for 2024/25;*
- ii) Approved the consultation document and process; and;*
- iii) Noted consistent amendments for charges to the Associations Shared Owners will also be applied for 2024/25.*

7. Maintenance & Gas Policy

- 7.1 The Head of Operations presented the Maintenance & Gas Policy and highlighted the change to our approach on bulk uplifts. We will be encouraging tenants to recycle where possible and limit uplifts to 3 per year.
- 7.2 This policy ensures we have a clear policy approach to managing repairs and gas safety in line with legislation and general good practice.
- 7.3 The void standard will be person centred and void days increased to 30. This will link in with our tenancy sustainment service.

The resolution was proposed by Aiden McGrogan and seconded by Tracey Johnstone.

Resolution; The Management Board approved the Maintenance & Gas Policy 2023-26 and approved consultation with tenants.

8. AOCB

- 8.1 None

The meeting ended at 17:35 pm

Date of next meeting

Board meeting 31 January 2024 at 5pm

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

Signed (Chair)

Date.....