

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF RESCHEDULED MANAGEMENT BOARD MEETING  
8 March 2018 at 5pm  
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

**1. Welcome, Sederunt & Apologies**

**Present:**

Jim Strang	Appointed Board Member (Chair)
Ian Williams	Board Member
Barbara Walker	Co-opted Board Member
Louise McNicol	Co-opted Board Member
Elaine Carter	Board Member
Helen Glassford	Board Member

**In Attendance:**

Lindsay Gemmill	Interim Head of Operations
Alison Vass	Interim Housing Manager (from item 13)
Fettes McDonald	Finance Agent (Item 7 &8 only)
Teresa Sadler	Minute Secretary

**Apologies:**

Shona McIntyre	
Andrea McLaughlan	Board Member
Richard Bolton	Board Member
Iain McGhee	Board Member
Stuart Piggott	Board Member
Andy Wilson	Co-opted Board Member
Julianne Scarlett	Appointed Board Member
Fiona Murphy	Appointed Board Member

**Leave of Absence**                      None

**Absent**                                      None

The Chair advised that this meeting had been rescheduled, following extreme weather on the planned meeting date of 28 February. He advised that this meeting would consider urgent matters only and that a further meeting would be arranged to consider the remaining business previously planned for 28 February.

**2. Confidential Item**

2.1 A separate minute applies to this item.

**3. Confidential Item**

3.1 A separate minute applies to this item.

#### **4. Delegation for Procurement**

- 4.1 The Interim Head of Operations reported on this item from the Chief Executive's report to seek delegated authority for the Interim Group Chief Executive to accept bids which best meet the quality and price requirements for the new windows and doors programme, and in addition the boiler replacement programme and the kitchen and bathroom programme, scheduled to be carried out in 2018/19.
- 4.2 She explained that delegated authority was required to streamline work starting. She assured the Board that all contractors would be selected through the IFLAIR Framework and tenders were being prepared by our Quantity Surveyor Alan Shanks of ADA Construction Consultants.
- 4.3 Members noted such delegated authority required to be exercised within budget, and the outcome of any delegated authority to procure must be reported to the Board at the earliest opportunity.

The resolution was proposed by Ian Williams and seconded by Elaine Carter.

#### ***Resolution:***

*The Management Board delegated authority to the Interim Group Chief Executive, subject to advice from the Property Agent and Quantity Surveyor, to approve tenders from contractors which best meet the quality and price requirements resulting from procurement through the iFlair Framework and if the price is within the amount budgeted in 2018 for the work for;*

- *window and door replacement*
- *kitchen and bathroom replacements*
- *boiler replacements*

#### **5. Former Tenant Arrears Write-Off**

- 5.1 The Interim Housing Services Manager presented her report and explained some of these former arrears were historic and had been presented to the Board last year, at which time the Board had asked for further diligence to be applied to their collection.
- 5.2 To this end an updated summary of former tenant arrears which, after further efforts at collection during 2017/18, remained irrecoverable and was proposed for write-off was tabled with anonymous details of individual cases.
- 5.3 Members noted the rent arrears policy was due for renewal and would be presented to the Board at a future meeting for approval.

The resolution was proposed by Barbara Walker and seconded by Elaine Carter.

**Resolution:**

*The Management Board approved the write-off of former tenant arrears detailed in the report with a total value of £38,813.83.*

**6. Confidential Item**

6.1 A separate minute applies to this item.

**7. Final 30 Year Projections**

7.1 The Finance Agent delivered a presentation on the final 30 year projections and informed the Board that confirmation had been received from the Royal Bank of Scotland formally approving the covenant change. The only financial implication to this would be a small fee for the signed letter.

7.2 Members noted the main issues contained within the report which were highlighted by the agent.

The resolution was proposed by Elaine Carter and seconded by Ian Williams.

**Resolution:**

*The Management Board considered the updated financial projections and approved them for inclusion in the Business Plan.*

**8. Final Budget 2018/19**

8.1 The Finance Agent delivered a presentation on the updated budget which had been prepared in conjunction with the updated 30 year financial projections. A draft version had gone to the Board in December 2017 and all changes since then were highlighted in the covering report.

8.2 He advised that a review of service charges and related costs had still to be undertaken. Cash in the bank was estimated to decrease from £2,048,915 to £1,023,112 due to the component replacement programme.

8.3 The budget showed a positive operating position for the year with a surplus of £956,391

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

**Resolution:**

*The Management Board considered the updated budget projections and approved them for inclusion in the Business Plan*

## **9. Membership Applications**

9.1 The Governance and Corporate Services Assistant presented 5 applications for Association membership. Two of these had been received after the papers had been issued.

9.2 Three were tenant applicants and 2 were from co-optees currently serving on the Board. There were no apparent reasons why these 5 applications should not be approved.

The resolution was unanimously agreed.

### ***Resolution:***

*The Management Board approved the applications for membership;*

- i) in the tenant category from Jack Dawson, Kassem Ayyash and Paul McCormack, and;*
- ii) in the non-tenant category from Barbara Walker and Louise McNicol.*

## **10. Board Recruitment**

10.1 The Management Board noted there had been no response to the recent advert for a member of the association to fill the casual vacancy created by the departure of Kirsty Parker.

10.2 As existing co-opted board members were also members of the Association, they were eligible to fill the casual vacancy. Barbara Walker volunteered to fill this vacancy.

The resolution was proposed by Elaine Carter and seconded by Ian Williams.

### ***Resolution:***

*The Management Board:*

- i) appointed Association member Barbara Walker to the casual board vacancy until the next Annual General Meeting, and;*
- ii) agreed to extend recruitment beyond existing Association members to identify a local person for co-option to the remaining board vacancy.*

## **11. AOCB**

11.1 The Interim Head of Operations explained the 2 newly appointed Home Improvement Assistants would need to be given spending authority in the

Financial Regulations and Procedures to enable them to carry out their duties.

The resolution was proposed by Ian Williams and seconded by Louise McNicol.

**Resolution:**

*The Management Board approved a spending limit of £300 for the Home Improvement Assistants to be added to the Financial Regulations and Procedures.*

**The meeting ended at 6.50pm**

**Date of next meeting**

Further reconvened meeting to be held on 28 March 2018 at 5pm.

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

Signed (Chair) .



Date... 25/4/18 .....