

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

1. Welcome, Sederunt & Apologies

1.1 The Interim Head of Operations explained Stuart Piggott had requested leave of absence due to work commitments until August 2018. The Board unanimously approved his request.

Present:

Shona McIntyre	Chair
Richard Bolton	Board Member
Fiona Murphy	Appointee Committee Member
Ian Williams	Board Member
Louise McNicol	Co-opted Board Member
Helen Glassford	Board Member
Barbara Walker	Board Member
Andy Wilson	Co-opted Board Member
Iain McGhee	Board Member

In Attendance:

Lindsay Gemmill	Interim Head of Operations
Paul King	Interim Asset Strategy Officer
Alison Vass	Interim Housing Services Manager
Fettes McDonald	Finance Agent
Laura Gorman	Minute Secretary
Lillian Peters	Consultant, Virtual Stat Solutions

Apologies:

Jim Strang	Appointed Board Member
Andrea McLaughlan	Board Member

Leave of Absence

Elaine Carter	Board Member
Stuart Piggott	Board Member

Absent

None

2. Declarations of Interest

2.1 Andy Wilson declared an interest in item 10.

3. Minutes of Previous Meeting 25 April 2018

The resolution was proposed by Ian Williams and seconded by Fiona Murphy.

Resolution

The minutes of the meeting of 25 April 2018, were approved as a true and accurate reflection of the proceedings.

4. Matters arising from previous minutes

4.1 There were no matters arising.

5. Progress on Actions from previous meetings

5.1 None outstanding.

6. Scottish Government Legislation Heat Detection

6.1 The Interim Asset Strategy Officer gave a presentation on the upcoming heat detection legislation and informed members that the Association must start preparing to be compliant in this area by autumn 2020.

6.2 He explained that research and preparation has already started but must be complete by autumn 2018. The likely outcome for the Association would be to replace all of our current devices to achieve the interlinked requirement and the cost would be circa £280,000 plus VAT.

6.3 The Interim Asset Strategy Officer drew attention to the need to review the investment programme to include this work. He explained that in the event of this additional work with no changes to the overall programme, it would result in a covenant breach.

Resolution:

The Board of Management noted the improvements required by the Association, the likely cost attached and the preparation undertaken to date in order to comply with the Scottish Governments forthcoming Heat Detection legislation.

7. Annual Return on the Charter

7.1 Lilian Peters presented her report on the Annual Return on the Charter and explained there were a couple of transposition errors at C14 which would be amended before submission.

7.2 Following a question from Members two other areas would be checked by Head of Operations firstly, at C36.1.2. in the ESSH would be examined in regards to how many EPCs were lodged in the reporting year. Secondly, C13, the total number of repairs per property would be checked.

7.3 The Interim Head of Operations was given delegated authority to make minor changes in these regards prior to submission.

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

Action: Re-issue appendix 2b of this report to members

Resolution

The Board of Management approved the submission of the Annual Return on the Charter and ESSH, subject to updating C13 and C14 in the ARC and C36.1.2. in the ESSH for which the Interim Head of Operations was given delegated authority.

8. Management Accounts

8.1 The Finance Agent presented the Management Accounts to the year end and reviewed the contents of the variances to date with the Board who noted the positive variance to date of £430k.

8.2 The balance sheet rent arrears had reduced compared to 2017, cash resources remain robust at a level of around £2.5m and there were no issues with loan covenant compliance.

Action: Finance Agent to follow up and report back on inter-company VAT matters.

The resolution was proposed by Fiona Murphy and seconded by Barbara Walker.

Resolution:

The Management Board;

- i) Approved the Management Accounts to the year end 31 March 2018.*
- ii) Agreed to seek advice as to the possible benefits of a group registration to avoid the Association paying VAT on inter-group transactions.*

9. Treasury Management Annual Strategy

- 9.1 The Finance Agent presented his report on the Annual Treasury Management and Strategy and highlighted the major treasury changes and requirements over the past year and the year ahead.

The resolution was proposed by Fiona Murphy and seconded by Barbara Walker.

Resolution:

The Management Board noted the implementation of the Treasury Management Strategy Report during 2017/18.

10. Membership Application

- 10.1 Andy Wilson left the meeting at this point.
- 10.2 The Management Board discussed the proposed membership application in the non-tenant category for co-opted board member Andy Wilson.

The resolution was proposed by Richard Bolton and seconded by Ian Williams.

Resolution:

The Management Board Approved the application for membership from Andy Wilson in the non-tenant category.

[Andy Wilson re-joined the meeting]


11. AOCB
None

The meeting ended at 6.20pm

Date of next meeting

27 June 2018 at 5pm.

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

Signed (Chair) 

Date..... 27/6/18