

**FERGUSLIE PARK HOUSING ASSOCIATION  
SPECIAL DELEGATED BOARD MEMBER MEETING HELD ON  
5 AUGUST 2020 AT 5. PM  
Via Video Conference**

**1. Welcome, Sederunt & Apologies**

**Present:**

|                |              |
|----------------|--------------|
| Ian Williams   | Chair        |
| Louise McNicol | Board Member |
| Howard Dales   | Board Member |

**In attendance:**

|                    |                                      |
|--------------------|--------------------------------------|
| Catrina Miller     | Group Chief Executive Officer        |
| Cindy McNeill      | Finance & Corporate Services Manager |
| Teresa Gallagher   | Minute Secretary                     |
| Stephen Cunningham | Alexander Sloan External Auditor     |

**Apologies:** none

**Leave of Absence:** none

**Absent:** none

The Group Chief Executive Officer (GCE) welcomed everyone to the meeting and explained due to the Covid-19 pandemic, all subcommittees were cancelled and a special delegated committee was formed to cover business usually dealt with by sub committees.

**2. Declarations of Interest**

2.1 None

**3. Annual Review of Internal Control Effectiveness & Draft Statement on Internal Controls**

- 3.1 The GCE provided a report on the Internal Financial Controls for the year ending 31 March 2020 and explained this annual review is carried out annually to ensure there are effective internal controls in place.
- 3.2 She took members through the main issues contained within the covering report and members noted our internal auditors conducted 7 audits in 2019/20.

The resolution was proposed by Ian Williams and seconded by Howard Dales.

**Resolution;** *The delegated committee;*

- (i) *Approved the report as a fair reflection of the state of internal controls operating within Ferguslie Park Housing Association during 2019/20 and up to date of approving the accounts; and;*
- (ii) *Considered the Statement of Internal Controls to be put forward for approval at the full Board Meeting due to take place on 19 August 2020 and that it is included into the Financial Statement for the year ended 31 March 2020.*

#### **4. Consideration of FPHA Draft Financial Statements 2019/20, External Auditors in Attendance**

- 4.1 The Finance and Corporate Services Manager (FCSM) presented the annual financial statements for the year and asked members to note the following for recommendation to the board of management at their next meeting on 19 August 2020,
  - the annual financial statements
  - the Management Letter from the External Auditors,
  - the response from the Association to the Management Letter
  - the Letter of Representation to be sent from the Association to the External Auditors
- 4.2 Stephen Cunningham provided a verbal explanation of the Associations financial statements and took members through the annual report.
- 4.3 Members noted this year due to social distancing regulations, the group's annual accounts would be signed electronically by DocuSign which can be used in any web browser.

The resolution was approved by Ian Williams and seconded by Howard Dales.

**Resolution;** *The delegated committee;*

- (i) *approved and recommended the annual financial statements for the year to 31<sup>st</sup> March 2020 to the Board of Management;*
- (ii) *approved the Management Letter from the External Auditors in respect of their Audit to the 31<sup>st</sup> March 2020;*
- (iii) *agreed to recommend a suitable response to the Management Letter by the Board of Management; and;*
- (iv) *approved subject to satisfaction, approval and signature of the Letter of Representation to be issued to the External Auditors.*

## **5. Consideration of NTC Draft Financial Statements 2019/20, External Auditors in Attendance**

- 5.1 The FCSM presented the NTC's annual financial statements for the year and asked members to note the following for recommending approval for the NTC's;
- annual financial statements
  - Management Letter from the External Auditors,
  - response from the Executive Committee to the Management Letter
  - letter of Representation to the External Auditors
- 5.2 Stephen Cunningham provided a verbal explanation of the New Tannahill Centres financial statements and took members through the annual report.
- 5.3 A vote of thanks was given from Stephen and board members to the staff in preparation for the group's annual financial statements and accounts.

The resolution was proposed by Ian Williams and seconded by Howard Dales

### **Resolution**

*The delegated Committee;*

- (i) approved the annual financial statements for the year to 31<sup>st</sup> March 2020 to the NTC Executive Committee;*
- (ii) approved the Management Letter from the External auditors in respect of their Audit to 31<sup>st</sup> March 2020;*
- (iii) approved the response to the Management Letter by the NTC Executive Committee; and;*
- (iv) recommended approval and signature of the Letter of Representation to be issued to the External Auditors.*

## **6. AOCB**

None.

### **Date of next meeting**

Wednesday 19 August 2020 at 5pm.

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

Signed(Chair).....Date.....