

**FERGUSLIE PARK HOUSING ASSOCIATION  
MINUTES OF MANAGEMENT BOARD MEETING  
Held on 14 December 2022 at 9:15am at the Glynhill Hotel, 169 Paisley Road,  
Renfrew, PA4 8XB**

**1. Welcome, Sederunt & Apologies**

**Present:**

Howard Dales	Acting Chair
Helen Glassford	Board member
Tracey Johnstone	Board Member
Jim Strang	Board Member
Louise McNicol	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive
Ivor McCauley	Head of Operations
Cindy McNeill	Finance & Corporate Services Manager
Teresa Gallagher	Minute Secretary

**Apologies:** Andy Wilson, Ian Williams, Aiden McGrogan, Laurie Kefalas, Kirsten Ferguson, Angela Chivers

**Absent:** none

The Chair welcomed everyone to the meeting.

**2. Declarations of Interest**

2.1 None

**3. Minutes of previous meeting 30 November 2022**

3.1 An update was requested on the confidential item from October's meeting, this was duly given.

The resolution was proposed by Tracey Johnstone and seconded by Helen Glassford.

**Resolution;** *the minutes of the meeting held on 30 November 2022 were approved as a true and accurate reflection of the proceedings.*

#### **4. Draft Budget 2022/23**

- 4.1 The Finance & Corporate Services Manager (FCSM) presented the draft budget for 2022/23 and explained the covering report details the impact of any potential rent freeze next year, if imposed by the Scottish Government, would have on our business.
- 4.2 The planned maintenance programme over the 30-year period was reviewed and £2.5m in expenditure was removed. Repairs will continue to be carried out as and when required.
- 4.3 The Association are aware of the financial burden our tenants would be under if we were to apply an increase at the rate of inflation plus 1%. There was a lengthy discussion held around the proposed rent increase of 5% and members noted the budget is based on the information we have just now but things may change with inflation.
- 4.4 Members noted the Association would run out of money if we do not review our current rent policy and apply this from year 3 (2025/26).
- 4.5 Loan covenants will be met comfortably in 2023/24 and members noted net zero hasn't been included with the component spend in the long-term projections due to not knowing the costs at this time.

The resolution was proposed by Jim Strang and seconded by Howard Dales.

**Resolution;** *The Management Board reviewed and approved the draft budget with the final version to be presented in February 2023. Members also approved to consult with tenants on a rent increase of 5% on the assumption that a rent freeze cap below 5% is not imposed by the Scottish Government.*

#### **5. Rent Consultation 2023/24 Report**

- 5.1 The Group Chief Executive presented this report and its appendices and members acknowledged the proposed increase is based on the draft budget.
- 5.2 Members noted the comparability document collated by Glasgow West of Scotland forum which details what increases other housing associations in the sector are going to consult on.

The resolution was proposed by Jim Strang and seconded by Louise McNicol.

**Resolution;** *The Management Board;*

- i) Approved consulting tenants on a rent and service charge increase of 5% for 2023/24;*
- ii) Approved the proposed consultation process and letter to tenants; and;*
- iii) Noted the consistent amendments for recharges to the Associations shared owners will be applied from 1 April 2023.*

## **6. Membership Cancellation Report**

- 6.1 The GCE presented this report to seek approval to cancel memberships for 4 members who have moved address and not informed the Association as per rule 11.1.2.
- 6.2 There are also 30 members who have not adhered to rule 11.1.3 in relation to not attending 5 consecutive AGMs or submitted apologies.

**Action: Check files to determine process carried out with Helen Glassford's Association membership application.**

The resolution was proposed by Tracey Johnstone and seconded Jim Strang

**Resolution;** *The Management Board approved the cancelation of the 4 memberships as detailed in the covering report and to issue cancelation of membership to those who have breached rule 11.1.3.*

## **7. GCEO Report**

- 7.1 The GCE explained the employers ballot carried out by EVH has been agreed by both parties which is a salary rise of 5.25% and 3 cost of living payments.
- 7.2 Members noted 96% of employers had agreed with the proposal.
- 7.3 The Association have been proactive for a number of years in relation to mould and dampness in properties by having newsletters containing condensation issues in our newsletters. The Scottish Housing Regulator (SHR) has issued a letter (attached as an appendice) to all RSL's.

The resolution was proposed by Jim Strang and seconded by Howard Dales.

**Resolution;** *The Management Board approved:*

- i) The staff salary rise for 2023/24 of 5.25% plus 3 cost of living payments of £150 in January, February and March as negotiated by EVH and the Union;*

- ii) *Noted the content of the letter received from the SHR in relation to the condition of properties suffering from mould and dampness; and;*
- iii) *Noted the content of the SFHA's statement of intent and the current position in relation to the Scottish Government and possible extension of rent cap measures beyond 31 March 2023.*

## **8. Procurement Report**

- 8.1 The Head of Operations presented the procurement report to approve the progress of the procuring strategy for the items of grounds maintenance and repairs and maintenance.

The resolution was proposed by Jim Strang and seconded by Tracey Johnstone.

**Resolution;** *The Management Board approved;*

- i) *the issue of a contract for Grounds maintenance on the basis of it being reserved for supported business's; and;*
- ii) *the issue of a tender of the establishment of a Dynamic Purchasing System for repairs and maintenance.*

## **9. Cost of Living Report**

- 9.1 The GCE presented this report to bring members up to date with activities / events being held and future planned events by the Association and its subsidiary the Tannahill Centre.

**Resolution;** *The Management Board noted the work being undertaken by the Association and the Tannahill Centre to help the community combat the cost of living crisis.*

- 10. AOCB**  
None.

**The meeting ended at 10:40am**

**Date of next meeting**

Board meeting 25 January at 5pm

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

Signed (Chair) .....

Date.....