

Cernach Housing Association Special Minute of Management Committee Meeting Held Thursday 5 March 2020, 5.30pm, Boardroom, 79 Airgold Drive, Drumchapel



Ag4

1. Present

J Brannan	T Bowie	M Mellon
S McDonald MBE	A Biddell	R McGill
M Wylie	J McFarlane	A Keegan
D MacMillan		

In attendance

C Jardine	P Baylis	A Smith
K Dyson	P Long	H Lochran
E McShane		

Minute taker

E McShane

2. Apologies

2.1 Apologies were received from K McGinley.

Noted

3. Declaration of interest

There were no declarations of interest.

Noted

4. Minutes of previous meetings

4.1 The minutes of the Management Committee meeting held on 30 January 2020 were proposed by J McFarlane and seconded by D MacMillan.

Approved

5. Matters arising

5.1 Item 5.1: C Jardine advised that the tenders for the provision of finance services have progressed to the second stage.

Noted

6. Director's report

6.1 Management accounts to December 2019

- 6.1.1 P Long presented the narrative summary and key figures within the management accounts.
- 6.1.2 P Long confirmed that grant funding has now been received in relation to the community connector service.
- 6.1.3 Management Committee approved the management accounts.

Approved

6.2 Final budget – 2020/21

- 6.2.1 P Long presented final budget and highlighted the changes made.
- 6.2.2 In response to a question from J Brannan regarding monitoring of spend on a day-to-day basis, C Jardine confirmed that there are operational trackers in place for financial monitoring.
- 6.2.3 Management Committee approved the final budget.

Approved

K Dyson and P Long left the meeting.

6.3 Value for money statement 2020 to 2023

- 6.3.1 C Jardine presented the report and highlighted key performance and spend measures within the statement.
- 6.3.2 C Jardine highlighted that staff numbers in relation to units remains low but out staff costs to turnover is now almost identical to the national average – this was anticipated as we have increase our staff numbers in recent years. We will continue to monitor staff numbers/costs.
- 6.3.3 Management Committee approved the statement.

Approved

6.4 Policy review schedule – 2020/21

- 6.4.1 C Jardine presented the report and Management Committee approved the contents.

Approved

6.5 Committee workplan 2020/21

6.5.1 C Jardine presented the report and Management Committee approved the contents.

Approved

6.6 Schedule of meetings – 2020/21

6.6.1 C Jardine presented the report and Management Committee approved the contents.

Approved

6.7 Annual strategy away day

6.7.1 C Jardine presented the report and Management Committee agreed to a date of Friday 12 June, within the Cernach office and without an external facilitator.

Approved

6.8 Integrated Grant Fund – authorised signatories

6.8.1 P Baylis presented the report and Management Committee agreed and approved the authorised signatories.

Approved

6.9 Integrated Grant Fund – funding update

6.9.1 P Baylis presented the report and updated that we are awaiting confirmation of funding past March 2021. The Committee agreed to continue funding the Community Connector post in the meantime until a decision has been made.

6.10.1 P Baylis further updated that Glasgow City Council are continuing to invest in the Thriving Places programme and are also awaiting funding to distribute to projects.

6.11.1 Management Committee noted the contents of the report.

Noted

7. Policy review

7.1 There were no policy reviews this month.

Noted

8. Sub-Committee minutes and recommendations

8.1 Property Management sub-Committee

8.1.1 The minutes of the meeting on 23 January 2020 were noted.

8.1.2 There was a recommendation from the meeting on 27 February 2020 to approve the write off of arrears. The Management Committee approved this.

Approved

8.1.3 There was a recommendation from the meeting on 27 February 2020 to approve the DRUMCOG Common allocations policy. The Management Committee approved this.

Approved

8.2 Staffing, General Purposes and Audit sub-Committee

8.2.1 The minutes of the meeting on 7 November 2019 were noted.

8.2.2 There was a recommendation relating to a staffing matter from the meeting on 6 February 2020 . The Management Committee approved this.

Approved

9. Membership and use of seal

9.1 There was one new application for membership in February and no removals. The application was approved.

10. Correspondence

10.1 C Jardine circulated a letter from Drumchapel Housing Co-operative thanking Cernach for providing Director services from November 2016 until recently.

10.2 A Smith circulated the Governing Body Leadership programme from EVH and interested parties can contact A Smith or E McShane for details.

10.3 C Jardine updated the Management Committee on the Glasgow and West of Scotland Forum's monthly meetings with a variety of speakers for any interested in attending.

11. Good news spot

11.1 H Lochran started her contract at Cernach on Monday 2 March. J Brannan welcomed her to the team.

- 11.2 P Baylis read out a letter from a newbuild tenant thanking the allocations team for their work and noting the quality of her new property.

Noted

12. AOCB

- 12.1 Committee agreed to the changes to the financial regulations that had been proposed to take account of H Lochran beginning her role as Senior Maintenance Officer.
- 12.2 P Baylis updated that the tender opening for the close cleaning contract is scheduled for Monday 9 March at 2pm. J Brannan and D MacMillan volunteered to attend.

S McDonald MBE was asked to leave the meeting at this point

- 12.3 C Jardine and J Brannan discussed a proposal to name the office Marion McDonald House once the current alternations have been completed. Marion was share member number 1 and, for more than twenty years, she had made an outstanding contribution to both Cernach and the entire Drumchapel community. J Brannan had spoken in advance of the meeting to all Committee members and those present at the meeting were able to now formalise the decision. In addition, C Jardine suggested asking Jean Thomson, the Association's first (and only other) Director to conduct the official opening. This was agreed.

Approved

S McDonald MBE rejoined the meeting

13. Date of next meeting

- 13.1 The next meeting will be held on **Thursday 16 April 2020** within the boardroom of Cernach HA starting at 5.30pm.

Chair: Date: