

**Cernach Housing Association
Minute of Management Committee meeting held on
Thursday 20 June 2024 at 6.00pm in the boardroom**



Ag3

1. Present and apologies

Present

A Biddell (Chair)
M Dabek
J McFarlane

M Mellon
R McGill

T Bowie
K McGinley

In attendance

C Jardine
K Dyson

E McShane
L Crawford

P Long (FMD)

Minute taker

L Crawford

- 1.1 Apologies were received from C Love, S McDonald, F John, S Brannan and J Brannan.

Noted

2. Declaration of interests

- 2.1 There were no declarations of interest.

Noted

3. Minutes of previous meeting

- 3.1 The minutes of the Management Committee meeting held on 30 May 2024 were proposed by M Dabek and seconded by K McGinley.

4. Matters arising from previous meeting

- 4.1 Item 1: E McShane advised that the observer at the last meeting, A Sproul, is currently on holiday but is still keen to become a Management Committee member.
- 4.2 Item 6.3: C Jardine advised that our external audit had been completed and there are currently no areas for concern. Alexander Sloan will officially conclude the audit and issue the report which will come to the Management Committee in August.

Noted

Following this item, we proceeded with Item 6.1 and Item 6.2, K Dyson and P Long left the meeting at 18:12. We then returned to 5.1, continuing the tabled

agenda as planned. In keeping with the prepared agenda these items are recorded under the relevant sections.

5. Governance report

5.1 Annual Committee appraisals

- 5.1.1 L Crawford presented the report setting out our proposed approach to the 2024 Committee appraisal process. Committee were happy to have the appraisals conducted by Corporate Services this year and look to have an independent consultant conduct them next year, which is in line with our policy. These will take place over the summer and be reported to the August meeting.

Collectively agreed

5.2 Monday.com demonstration

- 5.2.1 E McShane provided a demonstration of our live Monday.com system. Monday.com is an online platform geared towards planning and managing projects and tracking day-to-day workplace activities, tasks, and duties. E McShane showed Committee our internal trackers and how these are used.
- 5.2.2 C Jardine explained that the demonstration was in response to a request following the Director appraisal, where C Jardine had discussed it as being a useful work planning tool and highlighted its importance in assisting the management team.
- 5.2.3 Committee discussed the merits of the system, whether or not the threat of hacking was an issue, loss of data and time efficiencies for staff.

Noted

5.3 Governance report – standing items

- 5.3.1 C Jardine presented the report, which contains governance standing items we report on every month.

The following was specifically discussed:

- A Biddell updated Committee on the recent notifiable event raised by the Association in relation to the Director signalling her intention to retire. A Biddell gave an overview of the correspondence he has had with the SHR to date.

The Management Committee reiterated the Association's previous decision to remain independent and seek the recruitment of a full-time

Director; this was confirmed at the Association's Strategy Away Day following presentation of the independent options appraisal and was also outlined in the Association's business plan which was discussed and approved in April.

Committee unanimously reaffirmed that its earlier decisions to (i) remain independent and (ii) recruit a full-time Director were the correct options for the Association.

A Biddell discussed the next steps in relation to recruitment and advised the rest of the Management Committee that he will update the SHR at appropriate intervals.

- C Jardine highlighted the call for nominations for the GWSF board. Anyone who is interested should get in touch with the Corporate Services team by Friday 9 August.
- L Crawford highlighted the Share Governing Body Convention on 3-4 September and asked those interested to get in touch with Corporate Services to book their place.

6. Director's report

6.1 Treasury management report to March 2024

6.1.1 P Long presented the report, which looks at how the Association manages its borrowing and investments. At 31 March 2024, we had two loans with Bank of Scotland and Nationwide Building Society totalling £854,777.

6.1.2 The amount of interest paid on loans during the year (as per the draft annual accounts to 31 March 2024) amounted to £48,246. P Long advised that the Association is complying with all loan covenants with the Bank of Scotland and there are none for the loan from the Nationwide Building Society.

6.1.3 P Long concluded that the Association will continue to apply the terms of its treasury management policy in 2024/25. There are no plans at this stage to borrow any additional funds in the year and existing loans will continue to be paid down. All loans are currently on variable rates with fixed margins on the Bank of England base rate or SONIA; there are no loans at this time with fixed interest rates.

Noted

6.2 Loan portfolio return – March 2024

6.2.1 P Long presented the report which is submitted to the regulator each year outlining details of our current loans, amounts outstanding, interest rates, details of covenants and the anticipated dates when each will be paid off.

6.2.2 The Management Committee is asked to approve the submission to the Scottish Housing Regulator.

Collectively approved

6.3 Committee team building event

6.3.1 E McShane presented the report asking members for their feedback on a Committee team building event. It has been five years since the last event and we may have some new members after the AGM, so we feel it is a good time to have another similar event. E McShane is seeking feedback on whether Committee would be interested and, if so, what they would like to do.

6.4.2 Committee discussed various options and concluded that they would find a team building event beneficial. E McShane advised that we would share some options in the WhatsApp over the next week or so.

Noted

7. Depute Director's report

7.1 Window procurement 2024/25

7.1.1 C Jardine presented the report which outlined that we are at the very early stages of the procurement process and would keep committee update.

Noted

8. Policy review

8.1 There are no policies due for review at this meeting.

Noted

9. Sub-Committee minutes and recommendations

9.1 Operations sub-Committee

9.1.1 The minute of the meetings on 23 May 2024 was noted. There were no recommendations from the meeting on 13 June 2024.

10. Membership and use of seal

10.1 L Crawford presented the report and highlighted that there were two requests for membership, which had been received in accordance with our rules. The memberships were approved.

11. AOCB

- 11.1 L Crawford presented two requests for donations. The Management Committee agreed to provide Camstradden Primary School with £200 they requested for sports day events. They also agreed to provide two £50 vouchers for the raffle at G15 Reconnect event.

- 11.2 M Mellon asked Committee members to be mindful of the ground maintenance contract with Govan Home Team. C Jardine acknowledged that there had been teething problems, however we are confident that this will be a successful contract. C Jardine highlighted the dedicated work of maintenance team, who have been actively engaging with contractors to get the schedule back on track. C Jardine advised that the Depute Director has engaged with the Chief Executive of Govan Housing Group.

12. Date and time of next meeting

- 12.1 The next Committee meeting is due to be held on **Thursday 15 August 2024** at 6.00pm.

Chair:

Date: