

**MINUTE OF MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 16 JANUARY 2024 AT 7PM AT 53 BALLINDALLOCH DRIVE**

**PRESENT**

Mr A Scott (Chair)  
Ms J Donachy  
Mr J O'Donnell  
Mrs M Smith\*  
Mrs R Tinney  
Mr N Halls  
Mrs A Jenkins  
Ms G Hay (\*online)

**IN ATTENDANCE**

Mr P Martin (CEO)  
Mrs L Sichi (Deputy CEO)  
Mrs P Munro (Executive Officer)  
Mrs A Strachan (Observer)  
Ms C Ferguson (Observer)

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**1a. APOLOGIES FOR ABSENCE**

Apologies were tendered for Mr A Young, Mrs E Conwell, Mrs M Anderson and Ms G O'Hara.

**1b. DECLARATIONS OF INTEREST**

There was none.

**1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA**

There was none.

**2. ADOPTION OF MINUTES – 05 DECEMBER 2023**

The above was proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and unanimously agreed by the MC.

**3. MATTERS ARISING FROM MEETING – 05 DECEMBER 2023**

There were no matters arising from the above meeting.

**4. USE OF SEAL**

The above was approved by Mrs R Tinney, seconded by Mr N Halls, and unanimously approved by the MC.

**5. GOVERNANCE ISSUES**

**a) CEO REPORT**

The CEO referred to the previously circulated report.

- 5a.1 The MC were reminded that a date has now been clarified for discussions around EVH membership for consideration by the MC.
- 5a.2 The Estates Co-ordinator is now in post and will now be key contact for the management of the estate services.
- 5a.3 The Associations is in a strong financial position which has greatly improved over the financial year.
- 5a.4 Members raised concern around vermin in the area. The CEO outlined the action that has been taken to date and how this will be managed going forward. This includes MHA meeting with GCC Environmental Health Department to discuss vermin control in the area and provide guidance to tenants.

**5b) MANAGEMENT ACCOUNTS 30.11.23**

The CEO presented the financial report and highlighted that the maintenance service has remained the planned, however, due to the contractor's framework, the costs have reduced. This will continue to be reviewed. It was also highlighted that it's important to note that the cash in the bank has increased and will be reinvested into improving our stock. Overall, it is anticipated that there will be a small surplus at the financial year end. The MC wished to record their appreciation to the staff, particularly the Finance & IT Manager in presenting a positive financial report.

**5c) REVIEW OF INTERNAL GOVERNANCE STRATEGY 2024**

5c.1 The Deputy CEO referred to the above report highlighting the governance matters that are scheduled for the year. Following discussion, the MC agreed to the proposed changes in the format and frequency of the various committee and board meetings. The timing of the two subsidiary companies will be monitored.

5c.2 It was agreed to form a small working group to review the next rolling programme for the internal audit.

The above report was proposed Mrs J Donachy, seconded by Mr N Halls, and unanimously agreed by the MC.

**5d) PROPERTY ACQUISITION & DISPOSALS POLICY**

The CEO referred to the above proposed new policy. He outlined the aim and the procedure contents of the policy. The Members were reminded that GCC are providing 100% funding to acquire properties and that assessment considerations require to be met

before any decision is made. The CEO advised that this is a positive to MHA as we would be assisting GCC in addressing homeless cases and it provides an opportunity to increase our stock.

The above policy was proposed by Mrs R Tinney, seconded by Mr N Halls, and unanimously agreed by the MC.

***5e to 5g were noted.***

- 5e) KPI's 2023/24 UPDATE
- 5f) SHR COMPLIANCE UPDATE
- 5g) GDPR, FOI, NE, Complaints & Compliments

**6. A.O.C.B**

6a) **CURRENT TENANTS WRITE-OFF**

Following a discussion, the MC requested further information on the two cases outlined in the report before they consider agreeing to writing off the outstanding debt.

6b) **REIDVALE HA**

The MC noted the recent update on the above where the Members voted in favour of remaining as a community based housing association.

**7. DATE OF NEXT MEETING**

Tuesday, 6 February 2024 at 7pm



**CHAIR**  
6.2.24