

MINUTES OF THE BOARD MEETING HELD ON 31st MARCH 2025 AT 6.30PM

This meeting was a hybrid meeting via Teams.

Present in office:

Elaine Templeton, Member
Emmanuel Dufegha, Member
Clare Hayes, Member

Present via Teams:

Tina Russell, Member
Michelle Hart, Member

In Attendance in Office:

Fiona McTaggart, Chief Executive (CEO)
Lorna Colville, Head of Finance & IT (DoF&IT)
Craig Reid, Head of Assets & Development (DoA&D)
Sandra Marshall, Corporate Services Officer (CSO)

Observer – Damian Dempsey

Guest - Ronnie Bell, Maryhill Development

As Chair Karen McMillan is on holiday, Elaine Templeton is chairing the meeting tonight. Welcome to Damian as an observer to our Board meeting.

1.0 APOLOGIES

Apologies received from Karen McMillan, Sandra Loney, Ian Johnstone is on Special Leave.

2.0 MINUTES OF MEETING HELD ON 17.2.25

Minutes of meeting held on 17th February 2025 were agreed as a true reflection. Proposed by Clare Hayes, seconded by Emmanuel Dufegha.

Board Approved.

3.1 MATTERS ARISING

No matters arising.

4.0 – ITEMS FOR APPROVAL

Agreed to take Agenda point 4.3 - Development Update first.

4.3 Development Update

[REDACTED]

[Redacted text block]

Discussion points: [Redacted text block]

Action notes: [Redacted text block]

For redaction: 4. [Redacted text] - confidentiality

4.1 5 Year Financial Plan

DoF&IT provided details of amendments to the draft version presented in January.

Discussion points:

1. Rental Income increase
2. Proposal for additional costs for office adjustments and training considerations
3. Confirmation of Cash flow projections and covenant compliance

Action Notes:

After discussion the Board approved:

The 5 year Financial Plan and the assumptions therein.

To delegate authority to the DoF&IT to submit the SHR 5 Year Financial return, on behalf of the Board

To retrospectively delegate to the DoF&IT approval to submit this Financial Plan to the various lenders by end of Mar 25, as part of the financial covenant requirements.

This was done prior to the meeting to ensure we met the covenants as the meeting was held on the 31st.

For redaction:

4.2 Insurance report

DoF&IT confirmed there were no questions from the insurance report sent out and provided details of the final costings in the updated report presented at the meeting.

Discussion points:

1. Insurance renewal figures
2. Move to a 3-year deal for Property and Commercial Combined Insurance.
3. Increase in excess for property insurance for factored flat owners

Action Notes:

Commit to a 3-year deal.

Monitor insurance coverage and premiums

Following discussion Board noted the content of this report and noted the proposed insurances for 25.26

For redaction:

4.4 Health & Safety report

CEO confirmed that we had 2 new incident reports and 2 near misses. a Fire Risk Assessment was completed for Assurance House

Discussion points:

Action Notes:

The Board noted the contents of this report

For redaction:

4.5 CEO Update

CEO seeking approval for updated plans for Assurance House. To make better use of the office and increase the use of the space it is necessary to make some change to the building. A drawing was presented to the Board showing the changes required to close of the Board/Event space to allow it to be hired out without disruption.

The Chief Executives Office and the Corporate Support Officers office will be one office for the CEO, this room will also be the main Board room for Board meetings and an additional meeting space for the CEO to hold Management Team meetings.

This will allow more use of the building by the community and also allow the Association to deliver additional services for our service users and the Community.

The Welfare Benefits Team have moved into the reception, and this has increased the footfall to the reception area meaning we will open the reception area again for the Associations visitors.

A Board member asked if there would be any income generated from the events space. The CEO informed the Board that Renfrewshire Council and others have stated that they are looking for additional meetings spaces. The primary aim for the use of the space is not to generate income but to ensure that the community gets use of the office space in the centre of Paisley.

The costs associated with the layout changes are included in the budgets being presented for 2025-26.

A full discussion took place regarding the Associations objectives and taking the staff team on the journey required to deliver their operational objectives and how that fits into the bigger picture. The golden thread for delivery is missing and there is a need to deliver a project to ensure the staff team can deliver the changes required to deliver the community involvement/investment required to deliver the Business Plan.

Board approved the appointment of Kirsty Inness to deliver the Purpose Way Impact methodology, also approving the deviation from the procurement policy to allow Kirsty as the specialist in the project to deliver for the Association.

Discussion points:

1. Purchase of different furniture
2. How the space will be used.
3. Advertising through various channels including Paisley First Billboard
4. Taking staff team on a journey required to deliver operational objectives and how that fits into the bigger picture.

Action Notes:

Board approved the purchase of office furniture.

Continue with advertising efforts.

Board approved the appointment of Kirsty Inness to deliver the Purpose Way Impact Methodology, also approving the deviation from the procurement policy.

For redaction:

4.6 KPI report

CEO confirmed that both the Community Investment Manager and herself are going to visit each person who made a complaint last year in the hope that we will get a Scrutiny Panel together. DoA&D updated the Board that we are hoping to get more funding for Stage 3's soon.

Discussion points:

1. Complaints about garden maintenance
2. Longer term sickness

Action Notes:

Continue to review sickness and address underlying issues.

Following discussion Board noted and approved the report .

For redaction:

4.7 Ceased Memberships

CSO confirmed that there were no ceased members and that we now had 19 members.

Discussion points:

Action Notes:

Board noted the report

For redaction:

4.8 Customer Engagement Calendar

CSO confirmed that this calendar shows how we engage with the community throughout the year. It is a regulatory requirement and we aim to show how we are doing this.

Discussion points:

1 Engagement through surgeries and consultation

Action Notes:

Conitnue regular engagement activities

Following discussion Board noted the report and approved events.

For redaction:

4.9 - New member

CSO confirmed we have a new member Damian Dempsey, who is potentially looking to join the Board.

Discussion points:

Action Notes:
Board agreed membership for Damian Dempsey

For redaction:

5.0 ITEMS FOR DISCUSSION

5.1 Direct Debit Report

[Redacted]

Discussion points:

[Redacted]

Action Notes:

[Redacted]

For redaction: 5.1 confidentiality

6.0 ITEMS FOR INFORMATION

6.1 Updated Calendar of Events

CSO confirmed that we are having a Board meeting in June. Also Audit & Risk Committee meeting moved from 19th May to 16th June to assist with the Internal and External Audit Tender processes. CSO will send updated copies to the Audit & Risk Committee.

Discussion points:

There were no points for discussion

Action Notes:

CSO to send updated copy to Audit & Risk Committee.

For redaction:

H & S Manual and Updated Tracker

CEO confirmed that this manual and tracker are on the portal.

Discussion points:

Action Notes:

Board noted the report.

For redaction:

7.0 AOCB

a) DoA&D confirmed we were still having issues with the Radio Television Switch up at Oliphant Court and we do not believe this will be completed within their own timescales.

b) A Board member raised he had been told someone had been sub-letting their tenancy. CEO advised that he not get involved and ask the individual to come direct to us.

Discussion Points:

1. Issues with electricity supplies and smart meters out with our control

Action Notes:

1. Monitor electricity supplies / suppliers.

For redaction:

8.0 Date of Next Meeting

Date of next meeting will be 28th April 2025.

Meeting ended at 7.50pm