

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 23rd JANUARY 2023 AT 6.30PM

This meeting was a hybrid meeting via Teams

Present in office: Karen McMillan, Mairi MacLean and Elaine Templeton

Present via Teams: Drew Mason, Michelle Hart, Emmanuel Dufegha & Laura Clark

In Attendance in Office: Kathleen McCutcheon, Craig Reid, and Sandra Marshall

In Attendance via Teams: Lorna Colville, Tracy Fraser & Alan Graham

Chief Exec confirmed that Ian Johnstone is unable to attend tonight as he has had a bereavement. Karen McMillan has agreed to chair the meeting.

1a) APOLOGIES

Apologies received from Neil McCall, Saroj Bains and Ian Johnstone. Jim Weir is on special leave.

b) RECORD ON ANY POTENTIAL CONFLICTS OF INTEREST

None

2a) MINUTES OF MEETING HELD ON 28.11.23

Minutes of meeting agreed. Proposed by Elaine Templeton and seconded by Karen McMillan.

b) MATTERS ARISING

None

3) DRAFT RENT & SERVICE CHARGE REPORT 2023/24

In advance of Board reviewing the options being presented for the 23/24 rent & service charge consultation, Head of Housing explained that although we have a standard rent charge for properties of the same size and type throughout our stock, we still have properties that have a rent charge below this that are subject to an additional increase each year (above any standard increase) to bring them into line with our standard rents. This is referred to as rent harmonisation. This is being phased in over 10 years and 23/24 will be year 8 of 10 of this rent harmonisation programme. By year 10, all properties of the same size and type throughout our stock will have the same rent charge.

CE advised the Board that we have gathered information that informs us that other HAs are mainly putting rents up between 5% and 5.5% although there are those with greater or lesser increases. CE also explained that although the Board are being presented with 4 options with regards to the rent increase, as the service charges

increases are substantial this year suggested that the Board look at the service charges first and then make decision on the preferred option for rents.

Head of Housing went over each of the service charges options and the Board had detailed discussions about each of them, in particular the Common Heating charges. Head of Asset Management explained that we are investigating options for a longer term solution/replacement to the common heating system at George St, along with the Oliphant Court wet electric system.

Board considered and approved as follows;

Common Heating service charge increase	Option 1 Approved
Garden Maintenance service charge increase	Option 2 Approved
Bulk Uplift Service charge	No change to charges for 23/24
Bulk with Bin assistance scheme increase (Orchy & Mannering)	Approved
Oliphant Court service charge increase	Option 2
Close Cleaning service increase	Approved
31 High Calside service charges	Approved
Westerfield House service charges	Approved
Leased properties gas & electric void checks	Approved
Garage rent 23/24	Approved

Discussion then held with regards to rent charge options for 23/24. Vote held by Board members with regards to options

Option 1 – 3 votes

Option 2 – 3 votes

1 board member abstained.

CE suggested that she canvas the board members who could not attend tonight, giving them just the option of Option 1 or 2.

Discussion was had with regards to issuing consultation to tenants on option 1 of 6% increase on standard rents (plus rent phasing where applicable) and Board could

reconsider if wanted to review option 2 at next meeting when they had outcome of tenant consultation.

The Board agreed that this was a good suggestion and approved going to consultation with Option 1

Board also approved that the rent % increase for our 2 shared ownership properties should match our standard rent charge % increase for properties of these types and sizes.

Board Approved.

Head of Housing and Senior Projects Officer both left the meeting at 19.56.

4) DRAFT PLANNED & CYCLICAL MAINTENANCE 2023 /24

Head of Asset Management explained some of the challenges we face. It has been a difficult year with the contractors and some of the planned maintenance has had to be postponed.

It was noted we have a challenging year ahead with George St / Oliphant Court and the EEESH2 plans.

Board Approved Year One (2023-2024) of the draft planned maintenance and cyclical programme 2023-2028 for resident consultation.

5) DRAFT 5 YEAR FINANCIAL PLAN 2023 / 2028

Head of Finance and IT explained briefly some of the assumptions in the 5 year plan and went over the resulting figures and senilities. It was noted Cash flow looks healthy at an estimated £3m by year 5. However the exclusion noted in the Business Plan Section were highlighted , in particular that we have still to include environmental works once reviewed by the consultant next year (previous value £2m).

There was a question about whether the previous environmental strategy could be used, but Head of AM confirmed, as this was quite a while ago, some things have moved on too much, so we will be looking to have a more up to date approach.

Board:

- Noted the draft 5-year financial plan and the assumptions therein.
- Confirmed the Board did not wish to make any changes to the draft.

6) ASSURANCE HOUSE REPORT

CE confirmed that we are still waiting on up to date figures and will wait until Easter time when the weather will be better to commence work.

Question asked about funding and CE confirmed that the Head of AM is looking into

this. CE also confirmed that she is having a meeting with the Renfrewshire Council Green Sustainment Officer about how to help get your office greener.

Board Approved.

7) REPORT ON PURCHASE OF 2 PROPERTIES

CE confirmed that this is retrospectively looking for approval, and that CE spoke directly to our Chair for approval previously. These purchases are in line with our Buying and Selling strategy.

Board Approved.

8) REPORT FOR 64 ESPEDAIR STREET

[REDACTED]

Board Approved.

9) ANNUAL SIGNING OF H & S RESPONSIBILITIES

Corporate Services Officer confirmed that the details of the responsibilities were sent out with paperwork and that an e-mail will be sent out asking individual Board members to confirm their agreement by return.

Board Approved.

10) AOCB

- Board member Mairi MacLean looking for special leave for Feb and March meetings.

Board Approved

- Head of Finance and IT looking for another Board member to join the Audit Sub Committee. Elaine Templeton agreed to join.

Board Approved.

- Emmanuel Dufegha found it difficult to hear some of the comments and wondered if there was a sub title facility within Teams meetings. We will look into this and get back to the Board.

11) DONM

Next meeting 20.2.2023

Meeting finished 20.30

