

## **PAISLEY HOUSING ASSOCIATION**

### **MINUTES OF THE BOARD MEETING HELD ON 27 AUGUST 2019 AT 6.30 PM AT WELLMEADOW BOWLING CLUB, ARGYLE STREET, PAISLEY**

Present: Karen McMillan, Sandra Loney, Jim Weir, Mairi Maclean, Saroj Bains, Eileen Graham and Michelle Hart

In Attendance: Kathleen McCutcheon, Lorna Colville, Elaine Thomson, Lorna Gilroy and Sandra Marshall.

Guests: Steven Cunningham, Audit Partner, Alexander Sloan.  
Alistair McArthur & Alan Ray, Maryhill HA Development Team.

1. a) **APOLOGIES**

Apologies received from Ian Johnstone, Scott Tsuru, Magda Pawlik and Lisa-Jane Dock.

b) **RECORD OF ANY POTENTIAL CONFLICTS OF INTEREST**

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 29<sup>th</sup> JULY 2019**

Board approved the minutes. Proposed by Eileen Graham and seconded by Karen McMillan

b) **MATTERS ARISING**

None.

3. **ANNUAL AUDIT COMMITTEE REPORT 2019**

The Finance Manager went over the risks that the Audit Committee has been keeping an eye on. There was a discussion around how the grid table at the end is numbered. There was an explanation of the matrix, colour coding and how this translated to individual scores and the impact of likelihood and effect.

**Board approved.**

4. **FINANCIAL STATEMENT 18/19**

Steven Cunningham, Audit Partner, Alexander Sloan, confirmed that we had a clean audit and that the financial statements give a true and fair view of the Association's affairs and have been properly prepared in accordance with legislation. Steven also confirmed that there was nothing that needed to be brought to the attention of the Board in the form of a Management letter. Finance Manager highlighted changes to depreciation changes i.e. the expected life of the components and the effect on the depreciation charges.

**Board notes and approved**

- **the proposed amendment to the Accounting Policy.**
- **the Financial Statements for the year to 31 March 2019 and Board Statements there in.**

- The Board delegates authority to the Secretary and two of the Board Members to sign the Financial Statements on behalf of the Board.
- The Board delegates authority to the Secretary and the Chair to sign the Letter of Representation.
- the Auditors' Management Letter and notes no formal response is required by the Board and no actions is requested by the Auditors
- the Audited Financial Statements return for 2018/19 will be prepared in accordance with the Scottish Housing Regulator's policy document "Financial Viability of Registered Social Landlords: Information Requirements and the approved Financial Statements and that the Board delegates authority to the Finance Manager to submit, by 30<sup>th</sup> September 2019, the submission, on their behalf, along with the 3 attachments requested by SHR.

5. **DEVELOPMENT REPORT & PRESENTATION - WESTERFIELD**

Alastair gave a presentation to the Board about the Westerfield project. There was detailed information regarding the cost and spec of the proposed project. There was discussion around the fact that this proposal contains 16 flats, 4 of which are wheelchair adaptable, and a lift, which for today's aging population is a big plus point. After discussion about the monetary risks to the association the Board agreed to proceed with the Planning and Building Warrant applications. It was noted that App B the shortfall should read £900k rather than £900.

A key consideration of Scottish Government at present is ability to deliver by March 2021.

Board agreed the format of the Report for future reporting on development.

Board agreed development should focus on the existing 3 schemes under discussion i.e Westerfield, Glenburn and Orchard Street. Further development can be discussed late 2020.

**The Board noted and approved the report and proceeding with the Westerfield scheme.**

6. **PRIVATE FINANCE REPORT**

Finance Manager went over the differences with the proposed lenders and reasons for reducing to the 2 options.

**Board approved the recommendations;-**

**- to shortlist the RBS and CAF Bank for further comparison to be undertaken between the 2 options and in particular, over the same time period of 15 years, to be presented at the September Board Meeting.**

**-for the Board to make a final decision as to the preferred lender, between these two options following the September report.**

**-for the Board to accept the quotations for the additional costs (section 6)**

- 1) JLL to carry out the valuation works.
- 2) TC Young to carry out the legal works on behalf of PHA.

**Board approved.**

**7. OLIPHANT COURT UPDATE**

Technical Manager confirmed that we have finally received the Completion Certificate. The notifiable event process is now completed. We will upload a copy of the Board report and Completion certificate to the SR portal.

**Board noted.**

**8. BULK UPLIFT REPORT**

Technical Manager updated the board on the outcome of the pilots. Now at re-tender stage. There was general discussion around how much 'bulk' is put out to be collected and Technical Manager will review what type of things are put out for bulk as part of the information, along with tender outcome, to inform discussion at the next meeting. How we proceed may have an impact on service charges and we may therefore need to go to consultation.

**Board approved.**

**9. ANNUAL RENT ARREARS WRITE OFF**

Housing Manager confirmed the number of write offs.

**Board noted.**

**10. INTERNAL AUDIT TENDER**

Chief Executive confirmed we only had one return to our tender, Quinn Internal Audit Service, which the Audit Sub Committee approved at the meeting in August.

**Board approved.**

**11. PSPS MINUTES 13.5.19**

**Board noted**

**12. AUDIT SUB MINUTES 13.5.19**

**Board noted**

**13. ELECTION AT AGM**

Corporate Services Officer confirmed that as we have had a resignation from the Board, the Board will have 12 members with 3 vacant positions. AGM invitations will be posted out on Wednesday 27<sup>th</sup> August.

**Board approved.**

14. **ASSURANCE HOUSE**

Chief Executive provided an update on Assurance House, and asked if anyone was interested in a site visit mid September, to contact Sandra M. Housing Manager updated the Board that Claremont, who are providing some of the furniture, have a 20 year guarantee and are more robust and flexible than 2 other suppliers

Chief Executive has suggested 2 events. The first, an informal event for Staff and Board, friends and family on 29<sup>th</sup> Nov. The second, our official opening, potentially on Friday 6<sup>th</sup> Dec.

Board member suggested a quilted paisley pattern for the wall in Assurance House

It was also agreed that Assurance House was not to be 'let out' for meeting before the official opening.

15. **CORRESPONDENCE, TRAINING AND FEEDBACK**

**Correspondence**

- EVH monthly report
- GWSF update for July / Aug
- SURF Annual Awards
- Social Housing Scottish Annual Conference
- SHARE summer News
- GWSF – Election of Board Members – congratulations to Saroj B on becoming a Board member
- GWSF Annual Report
- Resignation letter from John Sweeney – Card to be posted out to John
- Resignation letter from Sandy Morton from PSPS Board. Card to be posted out

**Training / Events**

Paisley First BID AGM – Monday 2<sup>nd</sup> September.

**Feedback**

TIS – Housing Conference. Attendees thought it was interesting and informative. Housing Manager gave an update on the council's rapid re-housing programme. It was noted that it focuses on revenue and support rather than new houses to alleviate homelessness

**Board noted.**

16. **AOCB**

- There is an amendment to this policy to state it is a Group Policy as relevant to PSPS. The PSPS Board received a presentation on the policy at its last meeting.

- Finance Manager is looking for some signatures – Jim W, Eileen G, Sandra L to come to office to sign paperwork

- Ceased memberships. We have received a letter confirming a ceased membership – no 693. This is the only ceased member before the AGM -

**Board approved**

- 2 new memberships received. William McMillan and Margo David – **Board approved**
- September Board meeting. It is scheduled to be a very busy meeting with 2 presentations due. Development for Glenburn and results of the Tenant satisfaction survey. The CE is proposing we start the meeting early, at 5pm, for both presentations. Then have a break for refreshments. Start our usual Board meeting again at 6.30pm. Those in attendance can make the earlier start. Non attendees to be contacted, to confirm if this is suitable for them. Food and refreshments will be provided.
- Annual Plan. Agendas are very busy and we have decided to plan our agendas in advance for the full year. There are over 40 Annual reports which go to the Board on an annual basis.

**17. DONM**

**Next meeting is on Monday 23<sup>rd</sup> September 2019 at 5.00pm in Wellmeadow Bowling club.**

Meeting finished 9.05pm.

Initials	Date checked
KMC	28/08/19
ET	02/09/19
LG	28/08/19
LC	13/9/19