

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Thursday 26<sup>th</sup> August 2021 @ 6pm at 45 Boyndie Street & also Via Microsoft Team**

#### **Present:**

Irene Black  
Donna Miller  
Margaret Pirrie  
Tracy Slaven  
Gary Wood, Chair

#### **In Attendance:**

Della McKelvie, PA/Administrator (Mins)  
Jacqui O'Rourke, Director  
Steven Cunningham, Alexander Sloans  
(Part Meeting)  
Ashley Thomson, Observer

**Gary introduced Steven Cunningham, Alexander Sloans and advised the meeting would begin with agenda item 5.**

**Action**

#### **1.0 APOLOGIES**

1.1 Apologies were received on behalf of Paul Cochrane, Yvonne Crockert and Gordon McGlone.

#### **2.0 DECLARATIONS OF INTEREST**

2.1 Donna Miller, Margaret Pirrie, Tracey Slaven & Gary Wood declared an interest in BRO Update

2.2 Donna Miller, Margaret Pirrie and Tracy Slaven also declared an interest in Investment.

2.3 Tracy Slaven and Ashley Thomson declared an interest in Pavillion Youth Café.

#### **3.0 MINUTES OF PREVIOUS MEETINGS:**

##### **3.1 Office Bearers – 16<sup>th</sup> June 2021**

The above minutes were approved by Gary Wood and seconded by Donna Miller.

##### **3.2 Management Committee – 24<sup>th</sup> June 2021**

The above were approved by Margaret Pirrie and seconded by Gary Wood.

### **3.3 Sub-committee – 12<sup>th</sup> August 2021**

The above minutes have been deferred to the next meeting due to an error within minute.

## **4.0 MATTERS ARISING**

### **4.1 Update on GCC Temporary Furnished Flats**

Initially GCC received 13 properties during the pandemic (12 flats and 1 house). Two properties have now been returned. It was agreed to report on this monthly at Management Committee meetings.

### **4.2 Sub-committee Report on External Audit Tender**

Management Committee approved a joint procurement with Wellhouse Housing Association for an External Auditor.

## **5.0 REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

### **5.1 Committee noted the following:**

- Association has a Revenue of £3,430,698
- Association has Operating Costs of £2,618,983
- Association has an Operating Surplus £811,715
- Actuarial gains on defined benefit pension plan (£571,216)
- Total Comprehensive Income of £191,900
- Association has Net Assets £11,065,906

Steven thanked the Association with their assistance during the audit.

The accounts were approved by Management Committee. The Chairperson, Treasurer & Secretary were authorised to sign them off.

**Steven left the meeting at this point.**

## **6.0 BLAIRTUMMOCK HA LETTER OF REPRESENTATION**

### **6.1 Omitted, will be presented at next meeting.**

## **7.0 ALEXANDER SLOANS - MANAGEMENT LETTER**

7.1 Omitted, will be presented at next meeting.

## **8.0 COVID 19 - BUSINESS CONTINUITY**

8.1 Management Committee noted the following:

- Regular estate management inspections now being undertaken
- BRO are now looking at use of the community hall, at present some clubs are making use with the relevant health and safety risk assessments in place. No event hire at present.

## **9.0 BRO UPDATE**

9.1 Management Committee noted that FARE, Pavillion and Foodbank are all using the hall and now the nursery are wishing to use it also.

## **10.0 QUARTERLY COMMUNITY REGENERATION**

10.1 FARE have been in contact to restart some of their activities, FARE will be contacting the Association in regards to this once everything confirmed as funding had stopped prior to lockdown and Management Committee were going to discuss what could be funded in house.

## **11.0 DASHBOARD REPORT APRIL – JUNE 2021**

11.1 Management Committee noted the predicted spend for the year was still not as projected due to covid.

11.2 Scottish Housing Regulator have been in touch with regards to the office opening, Jacqui has asked them to clarify if staff in the building is office open or does this mean open to the public.

## **12.0 AGM PAPERS & SGM PAPERS**

12.1 Change to agenda within the AGM papers – header should read Thirty Second AGM not Thirty First.

12.2 With the above change the Management Committee approved both AGM and SGM papers for distribution.

12.3 Due to Covid the usual refreshments would not be available.

### **13.0 BENEFITS, INTERESTS, GIFTS & HOSPITALITY**

13.1 Above report was noted.

### **14.0 SECRETARY TO REPORT ON RULES 62 – 67**

14.1 Management Committee discussed how minutes can't be signed off by the chair, it was approved that a digital signature would suffice after approval.

### **15.0 FORMAL COMPLAINTS**

15.1 Four formal complaints received in last quarter, two of which progressed to stage 2. Management Committee were happy that no pattern to complaints.

### **16.0 RISK REGISTER; STRATEGIC OBJECTIVES & RESOURCE PLANS**

#### **16.1 Risk Register**

Management Committee noted the register and acknowledged that the high risk Brexit was now beginning to impact on timescales to receive materials.

Management Committee also wish to be notified that month if any new risk is being entered or another being changed, do not wish to wait until the next quarterly report.

#### **16.2 Strategic Objectives**

Void indicators are out with timescales due to more voids than normal.

After discussion on the indicator - % of Tenants satisfied with property when moving in – it was agreed to keep target set at 95%.

#### **16.3 Resource Plans**

Management Committee noted that due to Covid that progress is slow but staff continue to work towards completing these to best of their abilities.

## **17.0 STAFFING & ADMINISTRATION**

### **17.1 Staff Training Plan 2020/21**

The training was noted for 2020/21, Committee also noted that due to Covid most training sessions were on zoom and were not as long as previous courses, hence the lack of spend.

### **17.2 Staff Training Plan 2021/22**

Management Committee approved the training requested through the staff appraisal process and noted the training already carried out this year.

### **17.3 Equal Opportunities Form Returns**

Management Committee noted the returns received via the Maintenance Assistant vacancy.

## **18.0 SHARE MEMBERSHIP APPLICATION**

18.1 Management Committee approved the following share and use of seal:

Gordon McGlone

[REDACTED]  
[REDACTED]  
[REDACTED]

## **19.0 REPRESENTATIVE BODIES FEEDBACK**

### **19.1 EVH**

Monthly report distributed via email.

### **19.2 EHRA**

Impact of Covid Report by Jim Harvey issued separately.

EHRA have also invited Shona Robinson MSP to meeting to discuss the Impact of Covid Report.

### **19.3 SHR**

The Director has been contacted in regards to the office opening. Clarification on whether office being opened

means it has to be open to the public or just for staff to be attending has been requested before a proper reply can be given. This may be a notifiable event.

Guidance on equalities has now been issued. Association are planning to work with Wellhouse in joint procurement of consultant to obtain information required. The assurance statements will reflect this.

#### 19.4 **SFHA**

Digital Magazine – Summer 2021 attached to papers.

#### 19.5 **SHARE**

New Director, Mary McLuskey will be attending an EHRA meeting.

#### 20.0 **CORRESPONDENCE**

20.1 Management Committee noted the response from Scottish Government to the email EHRA sent in regard to concerns hosting Annual General Meetings.

#### 21.0 **ANY OTHER COMPETENT BUSINESS**

##### 21.1 **Draft Budget 2022/23**

Management Committee were requested to begin thinking of anything they feel should be added the budget 2022/23.

##### 21.2 **Blairtummock Area 1 Backcourts – Additional Works**

Management were advised that the above development works has not highlighted issues with roughcasting in the buildings. It was approved to grant Office Bearers authority to approve in principle decisions about costs and report back to the Management Committee.

##### 21.3 **Pat McGinley MBE**

Management Committee were advised of the death of Pat, it was agreed to send a card to her family from all at Blairtummock expressing our sympathies.

##### 21.4 **Committee Member Roles**

Chairperson requested that all Committee Members who would be re-standing next year take time to consider if they would wish to be considered for a role on the Office Bearers.

#### 21.5 **EHRA – Chairs & Aspiring Chairs**

Reminder if anyone wishes to attend please advise Office Manager who will forward all details.

#### 21.6 **Meeting Availability**

After the Annual General Meeting all Management Committee members will be requested to advise of availability for meetings and any recommendations on how to progress with sub-committee meetings. Everyone was requested to consider this in advance so when forms are issued due consideration has been given on how wish to proceed.

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Della McKelvie  
August 2021

**Chairperson:** \_\_\_\_\_