

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 25 JUNE 2018 AT 6.30 PM AT FOXBAR COMMUNITY CENTRE, PAISLEY

Present: Jim Weir, Eileen Graham, Ian Johnstone, Sandra Loney, John Sweeney, Mairi Maclean, Annie Patrick, Saroj Bains, Karen McMillan & Iain Dewar

In Attendance: Elaine Thomson, Lorna Colville, Lorna Gilroy, Sandra Marshall and Rachel Adam

Observer:- Scott Tsuru

1. a) **APOLOGIES**

Apologies from Kathleen McCutcheon

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

None.

2. a) **MINUTES OF THE PREVIOUS MEETING HELD ON 29 MAY 2018**

Eileen Graham proposed the minutes, Jim Weir seconded them.

b) **MATTERS ARISING**

None

3. **New KPI Report 18/19**

Housing Manager pointed out that the Void Rent Loss as % of gross rental income target should be 0.45% and not 45.0% as stated. Finance Manager confirmed that most of the finance KPI's are part of the Management Accounts. Technical noted ongoing high targets, it will be difficult to get any higher. The Board were all happy with the glossary descriptions provided.
Board approved.

4. **Treasury Management Annual Report 2018**

Finance Manager went over the details of the report in particular confirming that we had amend 3 loans from fixed rates to variable rates, which is less costly for us. The review of our covenants has raised no concerns. Investment interest rates are very low at the moment, Finance Manager went over the proposals for investment.

Board noted and approved the report, including

- Approved delegated authority to the Finance Manager to invest as per the investment proposal.
- Noted, a letter of compliance with the financial covenants for the Clydesdale Bank Loans, signed by the Chair, and including a copy of the 5 Year Financial Return and the makeup of the Committee following the AGM, will be submitted to the Clydesdale Bank, by 30 September 2018

- Noted a Certificate from our auditors evidencing compliance with covenants will be submitted to the Royal Bank of Scotland, by 30 September 2018
- Noted, the Finance Manager submitted the Loan Portfolio Annual Return to SHR in line with Appendix 1.

Finance Manager left the meeting.

5. **Defects Policy**

Technical Manager confirmed that there were only minor revisions/changes to the Defects Policy for approval. She noted that the level of contract defects reported is low.

Board approved Defects Policy

6. **Paisley FM Radio**

Technical Manager informed the Board that after 15 years, Renfrewshire is again to get its own community radio station. Ofcom has granted a licence to Paisley FM for 5 years, but will not allocate a frequency until a site for their transmitter has been confirmed. Board is asked to assist as a community benefit by allowing erecting of the aerial on the roof at Oliphant Court. It is proposed that the installation costs, running costs and legal agreement are all paid for by Paisley FM. Technical Manager will have an agreement to be signed by both sides with a duration of an annual renewal.

Board approved in principle to the request by Paisley FM Radio to site their transmitter on top of the roof at Oliphant Court, subject to a legal agreement acceptable to both sides, the cost of which is met by Paisley FM.

7. **Our Power**

Technical Manager has had a further meeting with Our Power to go over the detailed process for our profile of voids. For a significant number of voids Our Power either cannot switch to being the power supplier within our timescales and/or have a number of other restrictions. Other HA's it appears either don't have the same numbers and issues that we have with our void properties or accept delays/additional staff input to resolve things that Citrus do for us at present. As this would be disadvantageous, it is proposed that we cancel our agreement with Our Power and rescind our termination of Citrus. Board asked if there would be any issue with this and Technical Manager does not believe there will be. No payment has been made to Our Power.

Board approved that we cancel our agreement with Our Power and rescind the termination of our agreement with Citrus.

8. **Annual Tenancy Sustainment Report 17/18**

Housing Manager provided a detailed explanation of the reasons why tenancies have not lasted. Housing Manager also confirmed that this year, with Universal Credit coming on board, our Housing Officers will be

concentrating all efforts to ensure that rents are paid and therefore there will not be 'new' initiatives this year.

Board noted

9. TP Strategy Annual Report 17/18

Housing Manager confirmed that we achieved quite a lot last year, but we would expect that, because of Universal Credit, our actions for this year may be limited.

Board noted.

10. Harassment Policy

Housing Manager confirmed that this policy used to be Racial Harassment Policy and after quite a bit of discussion, it was agreed that further work is needed to expand the policy to include all aspects of the protected criteria. Housing Manager will return revised version at August meeting

Board noted.

11. Property to Purchase

Housing Manager provided details of a property to purchase and discussed the advantages and disadvantages. This is not a vacant property at the moment, and this has to be taken into account. Housing Manager confirmed that we would put in an offer less than valuation, as owner will save on advertising.

Board approved the purchase of the property.

12. Correspondence, Training & Feedback

Correspondence

EVH – A – Z guides given out to all Board members

GWSF – Nomination form for their Board. It was confirmed that our Board would like to nominate John Sweeney. John has to prepare a short statement and then the statement and nomination form to be sent to GWSF by Sandra M.

Training / Events

EVH - GDPR training on 9th July to be held at Bianco E Nero at 6.30pm to 8.00pm.

Feedback

- GWSF – Regeneration Conference – good feedback- good speakers.
- FLAIR Conference – all good – in particular the Mock Trial.

13. AOCB

Suggestions for speakers for the AGM in September:-

- Paisley IS - details from Renfrewshire Chamber of Commerce
- PLAY Scotland – one of the speakers at GWSF Conference

14. **DONM**

Next meeting is Monday 27th August 2018 at Foxbar Community Centre at 6.30pm.

Meeting finished 8.00pm.

ET	4/7/18