

PAISLEY HOUSING ASSOCIATION

MINUTES OF THE BOARD MEETING HELD ON 29 JULY 2019 AT 6.30 PM AT WELLMEDOW BOWLING CLUB, ARGYLE STREET, PAISLEY

Present: Karen McMillan, Ian Johnstone, Sandra Loney, Jim Weir, Mairi Maclean, Scott Tsuru, Alison McKeown, Magda Pawlik, Saroj Bains and Eileen Graham

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

Observer: Michelle Hart & Lisa-Jane Dock

1. a) **APOLOGIES**

Special leave for John Sweeney.

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

None

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 24th JUNE 2019**

Board approved the minutes. Proposed by Jim Weir and seconded by Sandra Loney.

b) **MATTERS ARISING**

Chief Executive confirmed that the Internal Audit was out for tender and is due back on Thursday.

Assurance House has scaffolding up. There have been a few minor issues affecting Slater Hogg, but all sorted. Handover date is 20th September, with staff expecting to move into Assurance House in October.

Chief Executive also apologised for the change to the Agenda. Chief Exec did not feel that the development update was robust enough and required further discussion. This will now be on the Agenda for the August Board meeting.

Board noted.

3. **SECRETARY'S REPORT**

Eileen Graham, Secretary, confirmed that everything was in order. Eileen also recommended that after tonight, we no longer require to use the seal. The seal has only been used for memberships recently and we have to amend the name to Paisley Housing Association, which is quite costly. Board agreed that the seal could be archived from today.

Board approved.

4. **OLIPHANT COURT UPDATE**

Chief Executive confirmed that we are nearly there. We are due to get our completion certificate, but do not know exactly when. We have an e-mail saying that we are due to get the certificate, but want to make sure we

receive it before closing the notifiable event. Our extension was until 31st July, so may need a further extension if not received by then. Board member asked what the reservation was over an existing detail in the party wall. Chief Exec confirmed that although we don't know exactly what this is, we have completion certificates for previous works and this should not affect the certificate we are waiting on.

Board noted.

5. TREASURY MANAGEMENT REPORT

Chief Executive explained why this report was asked to be re-issued. There were several errors in the last report and the Board wanted further information on the Banks mentioned. Chief Exec confirmed it is okay for the Board to ask for further information or request information in a different format. It is also okay for the board to defer approving a report until they have all the information requested. Board members can also contact Sandra M if they see any errors with the reports. Not for simple spelling errors, as this can happen, but if the spelling of a word means the meaning of the sentence is changed or does not make sense, contact Sandra M, who will speak to the person who wrote report and hopefully get it resolved before the meeting.

Finance Manager provided further information about the banks as requested by the board. Looking to invest in Clydesdale, Nationwide and Shawbrook, therefore we need to open new accounts with these banks/ building society. Finance Manager confirmed that to allow flexibility for the new developments the Bank of Scotland investment will for up to 24 months, rather than fixed for 24 months.

Finance Manager confirmed that she had written to the Bank of Scotland, noting our disappointment at the closure of the Neilston Road Office. There was a very bland reply from Bank of Scotland and a subsequent phone call after which they will be looking into our complaint further. We believe we will get a standard response from this. Finance Manager will keep us updated.

It was noted that for the Treasury Management Policy, the contents noted in 'blue' are the new changes requested by the board.

The Board noted and approved the report.

In particular:

- **Approve delegated authority to the Finance Manager to invest as per the investment proposal.**
- **Note, 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 Board following the AGM, will be submitted to the Clydesdale Bank, by 30 September 2019**
- **Note a Certificate from our auditors evidencing compliance with covenants will be submitted to the Royal Bank of Scotland, by 30 September 2019**

- **Note, the Finance Manager submitted the Loan Portfolio Annual Return to SHR in line with Appendix 1 for the 30/6/19 deadline.**
- **Note a separate report will be presented in August for the new private finance requirements for the new developments.**
- **Approve the Finance Manager to open an current account with RBS for the purposes of funding Petty Cash**
- **Note the background information for the new lenders and investments banks.**
- **Approved the amendments to the Treasury Management Policy.**

.Finance Manager left the meeting 7.30pm

6. MEMBERSHIPS

2 Memberships approved.
Michelle Hart & Lisa-Jane Dock

Board approved.

7. CORRESPONDENCE, TRAINING AND FEEDBACK

Correspondence

- EVH Helen McGregor award nominations
- Back to the 80's, Provost Charity Party
- Customised award for board members accredited by SQA

Training / Events

- Leadership Course, potentially via FLAIR. Will ask what feedback has been given previously as to what members have learnt.
- GWSF Annual Conference. To attend Jim, Kathleen, Karen, Sandra L, Ian, Alison. Saroj to confirm attendance later.

Feedback

Succession Planning – good feedback from board.
Assurance Statements – CE had attended SHARE training on Assurance Statements which was useful to find how others are approaching this.

Board noted.

8. HR minutes 15.4.19

Board noted

9. AOCB

Heriot Primary outdoor classroom – Board approved donation of £110 towards the re-building of the classroom, due to a fire.

Board approved.

GWSF Nominations - our Board member Saroj Bains is interested in becoming a GWSF Board member. Barrhead member John Hamilton is also interested in becoming a Board member at GWSF. Chief Executive is happy to complete forms to nominate both.

Board approved.

10. DONM

Next meeting is on Monday 26th August at 6.30pm in Wellmeadow Bowling club.

Meeting finished 7.55pm.