

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held online on Monday 24th August 2020



Present: Andrea Bell (Chair), Chris Elliot (Vice Chair), Esther Skimins, Bill Dougan, Steve Fleming, Agnes Philips, Theresa Findlay, Ellen Stewart and Ian Smith

In Attendance:

Clive Douglas, Chief Executive
Tom Hastings, Finance Director
Frank Donohoe, Technical Director

Anne Fitzsimons, Corporate Services Director
Fiona Mills, Housing Director
Nicole Lennox, Corporate Services Assistant
Marie Campbell, Corporate Services Officer
(Minutes)

Jennifer Spence, Scott Moncrieff (Item 3 only)

Item 1

Apologies and Declaration of Interest:

- 1.1. **Apologies:** Geraldine Connolly (Leave of Absence), Brian McNally, Ellen Garscadden, Clare Newton and John McMorrow
- 1.2. **Declarations of Interest:** None

Item 2

Minutes of Previous Meetings:

- 2.1 Minutes of the Management Committee Meeting held on 27th July 2020
 - i. Matters Arising and Correction to Minute –
 - ii. Approval of Minutes – The Minute was approved by general consent.
 - iii. Decisions taken between Meetings – None.
- 2.2 Minutes of Sub Committee Meetings:
 - i. Minutes of the Audit & Business Sub Committee Meeting held on 17th February 2020 – noted.
 - ii. Minutes of the Operations Sub Committee Meeting – 20th January 2020 – noted.

Item 3

Year Ending 31st March 2020

- 3.1 **Financial Statements to 31st March 2020** - Jennifer Spence, Messrs Scott Moncrieff, took those present through the accounts to 31st March 2020, noting a strong, healthy financial position and highlighting the following points:
 - 3.1.1 **Report of the Management Committee** – Committee confirmed all information to be factual and correct.
 - 3.1.2 **Going Concern** – Committee confirmed that the Association is able to continue as a going concern for the foreseeable future as per the accounting policy.
 - 3.1.3 Committee approved the Financial Statements to 31st March 2020 for onward adoption by the membership at the Annual General Meeting to be held on 15th September 2020.

- 3.2 **Audit Management Report** – Committee noted a complete, clean and fully compliant audit report with figures provided in the financial statements providing a true and fair view of the Association’s affairs as at 31st March 2020 and of its income and expenditure for the year ended 31st March 2020. No areas of concern were raised during the audit with the risks identified (relevant to all housing associations and not specific to Tollcross HA) having gained satisfactory assurances with strong financial controls in place. Overall Committee noted and approved a clear, clean audit.
- 3.2.1 Committee confirmed that there was no further information to be added since the audit was undertaken.
- 3.2.2 Committee noted that in accordance with the Ethical Standard for Auditors 2019, given that Jennifer Alexander has held a senior position in the audit of the Association for a period of over 10 years, a second partner review was performed which confirmed that Jennifer Alexander’s integrity and objectivity has not been compromised.
- 3.2.3 Thanks were conveyed to Tom Hastings and his team for all the hard work in preparing the figures.
- 3.3 **Letter of Representation** – Committee confirmed their approval of the Letter of Representation as detailed in the report.

Item 4 AFS – 2020 Annual Return – Committee approved the figures and in turn the submission of the Annual Return to the Scottish Housing Regulator.

Item 5 Subsidiary Accounts and VAT Grouping - Committee noted the report from Messrs Campbell Dallas, Consultants. Committee agreed that, given the amounts involved, there is no need for group accounts to be prepared and that the Finance Director should seek approval of this from the Financial Conduct Authority (FCA). It was further agreed to create a VAT group to include the Association and Auchenshuggle Develops Limited (ADL) with Messrs Campbell Dallas appointed to undertake the administration thereof.

Item 6 Online Banking - Committee Members approved the adding of the Professional Client Account and Current Account in relation to the subsidiary, Auchenshuggle Develops, to the service provided by Clydesdale Bank in order to allow Finance staff to monitor them and instruct transactions as required.

Item 7 Secretary Report for the Year 2019/20 – Committee noted and agreed the Secretary’s confirmation and recommendation that the management of the minutes, seal, registers, registered name and documentation have been followed in line with Rules 62-67 for the financial year to 31st March 2020.

- Item 8** **SGM/AGM 2020 Preparations Update** - Committee noted the agenda/preparations for the SGM/AGM, being a mix of online and in person participants (subject to social distancing). It was noted that those standing down for re-election are, Andrea Bell, Brian McNally, Ellen Stewart, Steve Fleming with one co-optee, John McMorrow, continuing in this capacity after the AGM. It was noted that the closing date for nominations is 4pm on 25th August 2020.
- Item 9** **Membership and Use of Seal Report to 31st August 2020** - Committee noted the cancellation of memberships in respect of 9 members. The total membership as at 31st August 2020 is 119 with the seal being last used on 10th August 2020 to complete a share certificate.
- Item 10** **ARC KPIs for Maintenance Q1 (2020-21)** – Committee noted the detailed report and that overall performance on the limited service being provided has been good, however, the pandemic has impacted in particular on the following:
- 9.1 **Gas Safety** - 62 households have not allowing access to the contractor in Q1, rising to 74 in Q2. However, it was confirmed that all 74 households are now complete, albeit not within timescale.
- Item 11** **ARC KPIs for Housing Management Q1 (2020-21)** – Committee noted the detailed report and that overall on the limited services being provided, performance has been good. However, Committee noted in particular the impact of the pandemic on the following:
- 10.1 **Anti-Social Behaviour** – 62 cases were reported with 33 being resolved in accordance with our ASB Policy. Most of the serious reports were dealt with and the more minor cases such as Estate Management issues were much harder to resolve due to restrictions being placed on staff to carry out tasks because of the COVID 19 pandemic.
- 10.2 **Rent Arrears** – Arrears in Q1 rose to 3.71% as a result of both the pandemic and Universal Credit. This is a significant rise and staff are hoping to make progress to ensure that those requiring assistance are supported wherever possible and those taking advantage of the situation are progressed to a conclusion. Whilst the overall situation is relatively small scale at the moment, if the trend is allowed to continue, it could lead to more serious issues for the Association.
- Item 12** **Development Update** – Committee noted the report and in particular that no on-site starts have been made since lockdown. Defects on projects are ongoing and in particular to the head office, where work will require to be undertaken outwith office hours. It was noted that the final account for the office has yet to be agreed.
- 12.1 **Canmore Street - Mid Market Rent** - It was noted that administrative arrangements are ongoing to obtain letting agency status. It is hoped that this is resolved within the coming weeks, allowing the properties to be let.
- Item13** **Glossary of Language** – Noted.

Item 14 A.O.C.B.

- 14.1 **Geraldine Connolly** – It was noted that Geraldine has confirmed her intention to cease leave of absence and return to active participation.
- 14.2 **David Linden MP** – Committee noted the letter of thanks receiving from David Linden MP for the services the Association provided during lockdown.
- 14.3 **Homelessness** – It was noted that a request from Glasgow City Council to increase the number of lets to homeless is currently being considered.
- 14.4 **The Pantry Project** – The fitting out of the premises at 213 Braidfauld Street is nearing completion and it is hoped to arrange an open day on Friday 28th August. Promotional information has been prepared for display/distribution in the coming days.
- 14.5 **Dalness Crescent, etc** – It was agreed to provide vouchers by way of thanks to the youngsters who, during lockdown, volunteered and tidied up the area.
14. **Thank You** – Thanks were conveyed to all staff and Committee on behalf of the Chair and Chief Executive, for all the hard work and assistance throughout lockdown.

Item 15 Date & Time of Next Meeting:

- Tuesday 15th September SGM/AGM
- Tuesday 29th September 2020 – Management Committee