

Tollcross Housing Association Limited
Minute of the Management Committee Meeting held online via
MS Teams on Monday 7th December 2020

Present: Andrea Bell (Chair), Chris Elliot, Bill Dougan, Ellen Stewart, Steve Fleming, Ellen Garscadden, Esther Skimins, Gwen Wilson, Ian Smith and John McMorrow.

In Attendance:

Clive Douglas, Chief Executive	Anne Fitzsimons, Corporate Services Director
Frank Donohoe, Technical Director	Fiona Mills, Housing Director
Tom Hastings, Finance Director	Nicole Micoud, Corporate Services Assistant (Minutes)

Item 1 Apologies and Declaration of Interest:

- 1.1. **Apologies:** Theresa Findlay, Agnes Philips and Geraldine Connolly.
- 1.2. **Declarations of Interest:** None

Item 2 Minutes of Previous Meetings:

- 2.1 Minutes of the Management Committee Meeting held on 23rd November 2020
 - i. Matters Arising and Correction to Minute – None.
 - ii. Approval of Minutes – The Minute was approved by general consent.
 - iii. Decisions taken between Meetings – None.

Item 3 Rent Review 2021/22:

- 3.1 Clive discussed the background of his report to committee members outlining further financial information in relation to the proposed rent charge freeze for the coming year of 2021/22, which had been agreed by Management Committee at the meeting held 23rd November 2020.
- 3.2 Committee members noted the information contained within Appendix 1 highlighting the rent increases which are considered by other Housing Associations. Committee noted that most RSL's are looking at an average increase of around 1% for the coming year.
- 3.3 Clive went over seven scenarios detailed within the report and demonstrated within appendix 2 of the report.
- 3.4 Committee members re-affirmed their decision to approve the rent freeze for 2021/22 and confirmed were comforted by the information outlined in the report.

Item 4 Approval of Appointment for a Four Year Door Entry Replacement Contract: –
Committee considered the report and in particular:

- 4.1 Committee members noted that in recognition of current covid-19 restrictions, electronic tenders were opened on 15th October 2020 by Chris Elliot, Vice Chair on behalf of the Management Committee.
- 4.2 It was noted that 12 tenders were received in total however, one company had not submitted the ESPD and another's was incomplete.
- 4.3 Committee members considered the tender details outlined in the report and approved the appointment of VWS Ltd Contractors to carry out the Installation

of Door Entry Replacement Upgrades in the sum of £354,783.17 including VAT.

Item 5 Membership & Use of Seal Report to 31st December 2020

- 5.1 Committee approved the application for membership in respect of Reference: 2020/4 with no cancellations during the period. The total membership at 31st December 2020 is 116. The seal was last used on 24th November 2020 to authorise a Share Certificate.

Item 6 A.O.C.B.

- 6.1 **Arrears and Universal Credit Performance Update** – Fiona updated Committee members on the current arrears performance to date, in particular to:
- September 2020 – The arrears reduced by £222.
 - October 2020 – There was reduction of £26,500 and,
 - November 2020 – There was a reduction of £21,500.

It was noted that the Association is working closely with Department Work and Pensions (DWP) in order to identify those who have been put on to universal credit. Fiona advised that there has been 2 successful cases recently which the Association has managed to recoup a total of £5,000

Fiona noted that as per the recent guidance from the Scottish Government the Association is not able to carry out any evictions during the Christmas and New Year period. However, exceptional circumstances are given for domestic abuse and anti-social behaviour cases.

It was agreed that Management Committee members will receive an update on the current arrears and universal credit performance on a monthly basis.

- 6.2 **Winter Newsletter** - Committee members noted that the newsletter will be delivered from 11th December 2020.
- 6.3 **Business Confidential Item.**
- 6.4 **Christmas and New Year** – Best wishes were conveyed to everyone for a Very Merry Christmas and Happy New Year.

Item 7 Date and Time of Next Meeting: Monday, 25th January 2021 at 6.00pm (Online: MS Teams).