

MOLENDINAR PARK HOUSING ASSOCIATION LTD

Minute of the Meeting of the Management Committee held remotely on Tuesday 19th October 2021 at 6.00pm.

Present:

Mr A Scott (Chairperson)
Mr F Sheeran (Vice Chairperson)
Mr B Johnston (Committee Member)
Mr M Johnston (Committee Member)
Miss C McKinlay (Committee Member)
Mr P Mann (Committee Member)
Ms Meighan (Committee Member)
Mrs M O'Donnell (Committee Member)
Mr Craig Peacock (Committee Member)
Ms A Woods (Committee Member)
Mr N Thumath (Co-optee)

In Attendance:

Scott Rae (Acting Director)
 Representative (FMD)
 Representative (North Star Consultancy & Research)

		Action
1.	<p>Welcome, Apologies and Declaration of Interest The Chair welcomed Committee and Staff to the meeting. He also welcomed the representative from North Star Consultancy & Research who would be presenting the Rent Restructure paper. Committee agreed that Item 9 - Rent Restructure - should be moved up the agenda to follow Agenda Item 6.</p> <p>No apologies.</p> <p>A Declaration of Interest was received from Scott Rae under Agenda Item 11. It was agreed to move Agenda Item 11 to the end of the meeting.</p> <p>The Chairperson advised that Mr N Thumath who attended the meeting in September as observer has confirmed that he wishes to be co-opted onto the Management Committee. Committee agreed to his co-option and his subsequent election onto the Management Committee at the next AGM.</p>	
Committee agreed to co-op Mr N Thumath onto the Committee		
2.	<p>Adoption of Minute of 28th September 2021 The minute of the meeting held on the 28th September 2021 was proposed as a true record by Miss C McKinlay and seconded Mr F Sheeran.</p>	
3.	<p>Matters Arising from the Minute of 28th September 2021 No matters arising.</p>	
4.	<p>Use of Seal No Use of Seal.</p>	
5.	<p>Application/Removal - Membership None</p>	
6.	<p>Notifiable Events None.</p>	

<p>9.</p>	<p>Rent Restructure</p> <p>The representative from North Star Consultancy and Research presented the paper on the Rent Restructure. The aims and objectives of the paper is to provide a comprehensive rent and service charges restructuring review with the aim to make the charging structure simpler and more easily transparent for customers and also charge for amenities in a way that tenants see as fair.</p> <p>On completion of the presentation the undernoted three options were presented for the committee to consider.</p> <ul style="list-style-type: none"> • Option 1 – increase of £20 per month. Under Option 1 the rent restructure would take five years to implement and 96 properties experiencing an increase would have reached their target rent at the end of year 1. This option would result in a £31,916 surplus for the Association during Year 1 of the transition phase. • Option 2 – increase of £15 per month Under Option 2 the rent restructure would take six years to implement and 70 properties experiencing an increase would have reached their target rent at the end of year 1. This option would result in a £26,385 surplus to the Association during the first year of the transition phase. • Option 3 – Increase of £10 per month Under Option 3 the rent restructure would take nine years to implement, and 445 properties would have reached their target rent at the end of year 1. This option would result in a £19.072 surplus to the Association during Year 1 of the transition phase. <p>Under each of these options by freezing rents, which would otherwise decrease, a surplus in generated. This could be used to further manage the impact of increase to rent through the restructure by minimising inflationary increases.</p> <p>The representative from FMD advised committee that the Association increases the rents by inflation + 1% annually. Currently inflation is sitting at between 3.2% and 3.5% which would mean an increase between 4.2% and 4.5%.</p> <p>FMD will take the rent restructure proposals in consideration when preparing the report on the rent increase for 2022/2023.</p> <p>After discussion committee agreed that Option 1 would be the preferred option and that there should be a rent freeze for any rents which are identified as being decreased until the rents catch up.</p>	
	<p>Committee agreed that Option 1 is the preferred option and that there should be a rent freeze for any rents which would decrease until they catch up.</p>	
	<p>The Representatives from North Star Consultancy and Research and FMD left the meeting</p>	
<p>7.</p>	<p>Assurance Statement Report Noted.</p>	

7.1	<p>Assurance Statement Presentation and Action Plan Noted. XXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>It was agreed that the Chair and Vice Chair conduct an appraisal on the Acting Director in his capacity as Director and also appraise him in his capacity as Asset Manager. Dates to be arranged. A committee member made the point that it would be better to conduct these appraisals prior to the Assurance Statement being submitted to SHR. Every effort will be made to ensure this happens</p> <p>The Acting Director advised Committee that the action plan and evidence folder is updated quarterly, and it would be beneficial to present this quarterly to Committee..</p>	
	<ul style="list-style-type: none"> • Committee agreed that the Chair and Vice Chair would conduct an appraisal on the Acting Director in his capacity as Chair and in his capacity as Asset Manager. • Evidence Folder and Action Plan to be presented quarterly. 	
7.2	<p>Assurance Statement Committee agreed that the Assurance should be signed by the Chair and submitted to SHR by the 31st October 2021. It was agreed to insert a paragraph outlining our approach to the resumption of normal service.</p>	
	<ul style="list-style-type: none"> • Committee agreed that Assurance Statement be signed by the Chair and submitted to SHR . • A paragraph to be inserted outlining our approach to the resumption of normal service. 	
8.	<p>SHR Covid Return Noted.</p>	
10.	<p>Office Refurbishment The Acting Director updated Committee on the progress in regard to the office refurbishment.</p> <p>Drawings were presented and indicative costs given.</p> <p>The original cost for the office refurbishment was originally £40,000 which was subsequently increased to £60,000. However the sum of £120,000 for the refurbishment and £40,000 for furniture has been submitted, although these are not firm costs.</p> <p>After looking at the drawings committee agreed that the costs outweigh the amount of work to be carried out. The cost of the furniture was particularly high.</p> <p>A discussion took place as to whether the Association is in a position to agree to this amount of money being spent on refurbishing the office especially when a rent increase of 4.5% is on the horizon.</p> <p>A committee member stated that although prices have risen in the construction trade due to Covid – a realistic increase would be in the region of 10% to 20%.</p>	

	It was agreed that the Acting Director meets with the architect and obtain a firm costing. It was also agreed that a clear budget of between £60,000 and £80,000 should be given to the architect to work around and bring the matter back to the meeting in November.	
	<ul style="list-style-type: none"> • The Acting Director to meet with the Architect and obtain firm costs • To provide a budget of between £60,000 and £80,000 to the architect 	
12.	Schedule of Meetings Noted.	
13.	Christmas Closure Arrangements Noted.	
	General	
14.	Acting Director's Report Noted.	
14.5	<p>Drakemire Avenue The sheltered housing complex at Drakemire Avenue remains closed with the resident warden still providing lunch on the scheduled days the complex did it before the pandemic.</p> <p>A Covid-19 risk assessment is being conducted and once this has been completed any recommendations will be put in place to allow the complex to be reopened early November.</p> <p>MPHA normally cater for a Christmas meal for the residents of the complex. However, due to the pandemic agreement was sought to provide the residents with a hamper instead last Christmas to the value of £35.00 per resident. This was proven to be an enormous success and was greatly received by all the residents.</p> <p>It is recommended that this should be replicated this year.</p>	
	Committee agreed that each resident received a hamper to the value of £35	
15.	AOCB	
15.1	Standing Apology XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
15.2	<p>The annual rent increase is to be discussed at the meeting on the 16th November 2021. However the CPI figure is not released until 17th November.</p> <p>The Acting Director requested that the meeting to be held on 16th November 2021 be reschedule to 23rd November. This would enable FMD to prepare a report with up-to-date figures. Committee agreed to this request.</p>	
15.3	The Acting Director asked that the Chairperson and one other committee member to be available to sign the Planned Investment submission for Libor. This document is signed annually.	
15.4	<p>Committee Appraisals Two committee members to confirm their dates and times.</p> <p>The Acting Director will consult with them regarding this matter.</p>	

15.5	<p>Staff Christmas Lunch Committee agreed that each member of staff should receive a £25 donation for their Christmas Lunch.</p>	
15.6	<p>Committee Night Out It was agreed that a Committee Night be arranged. Historically this takes place in January/February.</p> <p>It was agreed that this matter should be discussed at the meeting in January as Covid is still a factor. If things have settled down in this respect then arrangements can be made.</p>	
	<ul style="list-style-type: none"> • xxx • Committee agreed that the meeting scheduled for 17th November should be moved to 23rd November • Committee agreed that the Planned Investment submission for Libor should be signed and returned. • Committee Appraisals – The Acting Director to firm up dates and times for two committee members • Committee agreed that each staff member should receive a 25 conation for their Christmas lunch 	
	The Acting Director left the meeting	
11.	<p>Staffing The Chairperson advised committee that the agreement for the Asset Manager to deputise as Acting Director has ended.</p> <p>As the Director is still on sick leave until the 27th December 2021 he asked committee to consider extending the arrangement that the Asset Manager deputises as Acting Director up until that date. It may be that the Director returns after Christmas, but this is not certain and if it is the case then the matter can be revisited in January.</p> <p>It was noted by Committee that this arrangement is cost neutral to the Association.</p>	
	Committee agreed to extend the arrangement for the Asset Manager to deputise for the Director for a further three months.	
	<p>Date and Time of Next Meeting – Tuesday 23rd November 2021 - 6.00pm The next meeting of the Management Committee will be held remotely on Tuesday 23rd November 2021.</p>	

Signed

Date