

MOLENDINAR PARK HOUSING ASSOCIATION LTD
Minute of the Meeting of the Management Committee

held remotely and in MPHA Offices

on Tuesday 18th April 2023, 6.30pm

Present:		In Attendance:	Staff
F Sheeran	Chairperson	Julie Smillie	Director
C McKinlay	Vice-Chairperson	Scott Rae	Asset Manager
C Boyle	Committee Member	Susan Paton	Corporate Services Officer
A Wood	Committee Member		<i>(Minutes)</i>
M O'Donnell	Committee Member	FMD	Finance Agent
C Peacock	Committee Member		
A Scott	Committee Member		
M Johnston	Committee Member		
B Johnston	Committee Member		

The meeting is quorate.

1. Welcome, Apologies and Declaration of Interest

S Moore, N Thumath, C Meighan have put apologies in.

A Scott declared an interest under Item 13 – Affiliation decision to GWSF.

2. Adoption of Minutes of Meeting held on 21st March 2023.

The minute of the meeting held on the 21st March 2023 was proposed as a true record by C McKinlay and seconded by M O'Donnell.

3. Matters Arising from Minute of 21st March 2023.

No matters arising.

4. a) Notes of the Working Group meeting of 26th January 2023

The Chair apologised for the late circulation and will forward them to the Corporate Services Officer this week.

5. Applications for Membership

None.

6. Use of Seal

None.

7. Governance

a) Committee Digest

The Corporate Services Officer rearranged the two outstanding Committee Annual Reviews with Governance Consultant Linda Ewart.

b) GWSF March Newsletter

The Committee noted the contents of the GWSF newsletter.

8. Scottish Housing Regulator

a) Engagement Plan – Notification

The Committee welcomed the compliant notification from the SHR on the Associations engagement plan. The Director said that the SHR is happy that the Association is meeting all relevant standards of governance and financial management.

b) Notifiable Event

The Association received a letter from Paul Sweeney MSP from an anonymous source. The Director and Chairperson sent a response to the Elected Member today who responded positively that he will pass on the response to the individual but thanked the Chair for his quick response and looks forward to hearing more about the work of MPHA in the future.

The Scottish Housing Regulator has also been informed as a notifiable event. The Committee will be kept up to date on the progress of this case.

9. Finance

a) Five year Financial Projections

The Finance Agent presented the draft 5 year financial projections for Committee approval prior to submission to the SHR by 31 May 2023.

The Committee heard about the statement of financial position, statement of comprehensive income and statement of cashflow projections complete with assumptions used for future costs, inflation and rental income increases. Analysis of this information takes the form of a series of financial ratios common to all RSLs. The ratios are grouped under the headings of Financial Capacity, Efficiency, Liquidity, Profitability, Financing and Diversification.

The Chair asked the Financial Agent about the SHAPS pension exposure. The Finance Agent confirmed that SHAPS had informed all Housing Association clients that they were not looking for further past service deficit payments until after the next valuation in 2024.

The Management Committee approved the Five Year Financial Projections and instructed the Finance Agent to submit them to the SHR by the 31 st May 2023.

b) External Audit

i. Audit Plan 2023

The Finance Agent presented the 2023 Audit plan. The external audit will be carried out the week commencing Monday 5th June 2023.

The Management Committee approved the 2023 External Audit plan.

ii. Azets Engagement Letters

The Management Committee agreed to sign off the letters of engagement. The Director will sign and send these engagement letters to the Association's Audit Partners.

10. Asset Management - Repairs Timescale Report

The Asset Manager presented the report to Committee. The timescales were discussed at the November 2022 Services Sub-Committee. The Committee heard that new categories of emergency repairs; rapid repairs and routine repairs would sort the discrepancy in the way the timescales are currently reported in the Annual Return on the Charter (ARC) to the SHR. The Association maintains a high quality maintenance service with quick response times and high customer satisfaction.

The Committee agreed to the new repairs categories and instructed the Asset Manager to include these in the new draft Maintenance Policy which will be presented to Committee next month.

11. 30th Anniversary Working Group - Minutes of 21st February 2023

C McKinlay referred to the minutes and reported on the discussions that took place on the 21st February 2023. The next meeting of the working group will firm up ideas and report back to Management Committee.

12. Internal Audit report – Tenant Participation

The Corporate Services Officer referred to the tenant participation internal audit report. The report provided reasonable assurance with no serious failings identified. Staff will work to address and report back to management committee with progress in due course. The Management Committee noted the findings of the tenant participation internal audit report.

13. Director’s Report

The Director asked for Committee to consider re-affiliation to GWSF, SFHA and SHARE. The Committee agreed to re-affiliate to GWSF and to SFHA.

The Committee asked staff to look at a cost benefit analysis of the membership discount that SHARE offers against the amount of training courses the Association gets from SHARE. A report will be presented to the May Management Committee.

14. Decision Between Meetings for Ratification – Debt Write Off

This report was sent out to management committee on the 29th March 2023, unfortunately not enough committee members responded and a quorum was able to be reached. The Chair and Director reminded Committee to check emails regularly and respond in a timely manner.

The Committee discussed and considered the debt write off report and agreed to write off £6,863.83.

15. AOCB

The Chair reiterated the need to comply with the code of conduct and confidentiality to Committee.

16. Date and Time of Next Meeting

Tuesday 16th May 2023 at 6.30pm

Signed.....

Date.....