

Molendinar Park Housing Association

Minutes of the Management Committee Meeting held in the Offices and Remotely via MS Teams on Tuesday 21st April 2026 at 6pm

Present:

F Sheeran, Chairperson
A Scott, Vice Chairperson
C McKinlay, Committee Member
C Peacock, Committee Member
M O'Donnell, Committee Member
M Harkness, Committee Member
N Thumath, Committee Member
M Johnston, Committee Member
C Boyle, Committee Member
A Wood, Committee Member

In Attendance:

S Rae, Acting Director
S Paton, Corporate Services Officer
R Davis Customer Services Assistant *Minutes*
D Ampofo, FMD (Finance Agent)
B McLauchlan, Observer
M McLaughlin, Observer

The Meeting is Quorate

1. Welcome and Introductions to Observers

The Chairperson opened the meeting and welcomed everyone to the meeting including the observers.

2. Apologies and Declaration of Interest

Apologies were received from B Johnston.
There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes were proposed by A Scott and seconded by C McKinlay as a true and accurate record of the meeting that took place on Tuesday 17th March 2026.

4. Actions from Previous Meeting Report

Report from Corporate Services Officer. The Corporate Services Officer informed the committee that the Notifiable Event regarding the Directors secondment will be submitted following the approval of the minutes of the previous meeting by the Chairperson. The Corporate Services Officer reported that the Severance Policy is being brought to the management committee in this meeting. The Acting Director provided committee with an update on the Baltic Street Adventure playground, with the draft licence agreement currently being negotiated between solicitors. The Chair also asked the Corporate Services officer if they could make arrangements to meet potential new committee members.

5. Membership

The association received two applications for membership. Applications were received from Barry McLauchlan and Margaret McLaughlin.

Committee approved the two applications for membership.

6. Use of Seal

None

7. Notifiable Events

As per the actions from previous meeting, the Corporate Services Officer notified committee that the Notifiable Event regarding the directors secondment will be submitted after this meeting. The Acting Director also provided an update from a meeting that took place on 15th April between Molendinar Park Housing Association (MPHA) and Reidvale Housing Association (RHA).

8. Assurance Reporting

The Corporate Services Officer reported on regulatory standard 6. The Corporate Services Officer presented to committee an overview of how the association monitors compliance with this regulatory standard and the evidence that the association collects for assurance. The Corporate Services Officer also noted that there will be an update on succession planning and the 9-year rule at the June meeting ahead of the AGM in September.

9. Monitoring Reports

a) Scottish Housing Regulator – Engagement Plan

The Corporate Services Officer reported that the association has received a compliant status from the Scottish housing association Committee noted and chair thanked the Corporate Services Officer and staff for their work to ensure the association is compliant.

b) Risk Management Framework

This report is brought bi-annually to committee. The Corporate Services Officer highlighted that there have been two additions to the framework: ST10 and CS13 regarding the directors secondment and geo-political tensions in the world resulting in supply-chain issues. The Acting Director also added that he has additions to the Risk Framework that included the damp and mould tenant and resident indicator. Committee noted the report.

c) Internal Audit Feedback Report – Void Management

The Corporate Services Officer notified committee that the association has received an accreditation of substantial assurance for void management internal audit by Cameron Internal Auditors. Committee noted the excellent result and noted the actions for staff to address.

d) *Internal Management Plan*

The Corporate Services Officer asked committee to note that the internal management plan has been updated with a traffic light system as per the Chairs recommendation. The priorities outlined in the report were taken from the November away day. The Chair noted that the report is easier to follow now thanks to the changes. Committee noted the contents of the internal management plan and the updated and ongoing actions against the priorities.

10. Committee Digest & Committee Training

a) *GWSF – Monthly Update*

The Corporate Services Officer provided an overview of the GWSF monthly update. The Committee noted the update.

b) *GWSF – Update on SHNZS – Net Zero Fund*

Corporate Services Officer reported on the update on SHNZS from GWSF, noting that there has been a delay with little new information. Committee noted the report.

11. Thirty Year Financial Projections

The Finance Agent (FA) presented a summary of the Association's 30-year projections highlighting the key issues facing the business which include future rent levels, planned maintenance costs, management administration, interest rates, inflation, treasury strategy, and the possible impacts of the new ongoing war on Iran.

The Management Committee were informed of the main assumptions used and outcome projections based on these assumptions. This showed there were no material concerns regarding cash, financial indicators and no issues expected regarding loan covenants.

Additionally, adverse sensitivity analysis and stress testing using various scenarios was carried out for long-term projections, the results of which were discussed with the Management Committee. It was highlighted that in future EESH2/Net Carbon Zero (NCZ) additional cost scenario may require renegotiation of covenants in order to deliver the works and that this would progress once the Government finalises EESH2/NCZ requirements and a costed impact is known.

The Management Committee approved the 30-year long term projections.

12. Insurance Renewal

The Acting Director noted that the insurance renewal information had already been circulated to committee as a decision was required between meetings by the office bearers because the insurance quote came in late, as it has in previous years. The Acting Director noted that the increase had been accounted for in the budget and that the increase in policy cost is influenced by the market.

13. Staff Severance & Settlement Policy

The policy was brought by the Corporate Services Officer, noting that committee were made aware at last month's meeting that the policy was out of date. The Corporate Services Officer informed committee that not much has changed in this review, and that it is an industry standard policy, meeting current advice from Mentor HR. The Corporate Services Officer invited committee to make themselves particularly familiar with sections 3.4 – 3.7 as this highlights the role that committee would have in a severance procedure. The chair commented that the policy is robust.

The Committee approved the Staff Severance and Settlement Policy , and agreed to review it in 3 years or when new legislation or good practice necessitates.

14. Domestic Abuse (Protection) (Scotland) Act 2021

The Corporate Services Officer notified committee that there is still no guidance being released for RSL's to help us navigate our responsibilities for the above act that are expected to take effect in August. GWSF noted that it is unlikely that guidance will be released until after the upcoming Scottish Parliament elections in May. The Corporate Services Officer said that the domestic abuse policy is out of date and is awaiting updated guidance before being reviewed. A Wood noted that she had been on a training course relating to the new provisions that are expected to come in and that the responsibilities being placed on RSL's could cause issues. Committee discussed in detail about some of the expected responsibilities for RSL's once the new provision comes into force but noted that no provisions or plans can be made until guidance has been released.

15. Services Sub Committee

Next meeting 5th May 2026

16. Director's Report

The Acting Director informed committee that staff are working on our Annual return on the Charter submission in May to the Scottish Housing Regulator. The Acting Director also reported that the new housing assistant has started and is settling in well, meaning that the tenancy services team is back to a full compliment of staff. The Acting Director had covered the Directors Secondment on agenda item 7.

[Redacted – Commercially sensitive information]

17. Procurement

The Acting Director presented the Asset Compliance Officer's report, advising the Committee that the Association had appointed Howden as its insurance broker. The Committee noted the appointment, confirming that the cost of the brokering service was below the threshold requiring Committee approval. The Committee noted the report.

18. Delegates Report

a) Meat Market Regeneration CIC

The Chair informed the committee that the Meat Market Regeneration committee is looking for admin assistance, asking the Corporate Services Officer and Director if this is something the association's staff would be able to assist with. Corporate Services Officer asked Chair to send over more information about what would be required.

b) Safe Injection Site – Thistle Centre

No updates.

19. Dates for your Calendar

Management Committee – Next Meeting: Tuesday 19th May 6pm

Services Sub Committee – Next Meeting: Tuesday 5th May 6pm

20. AOCB

Chair asked the Acting Director about the feasibility of disabled parking and electric car charging at Moore Street car park. Acting Director informed the committee that he had been speaking to someone about the feasibility of installing electric car chargers at Moore Street, but this was before the pandemic and hadn't been picked up since. B McLauchlan will pass on contact details of a company that he has been working with for a similar project. Acting Director also noted that there would be difficulty installing disabled spaces as it is an unreserved car park.

Chair also asked about the bulk store in Moore Street being opened up. Acting Director will provide an update at a future meeting.

21. Date and Time of Next Meeting

Tuesday 19th May 2026 at 6pm.

22. Meeting Close

Meeting closed 19:34.