

Molendinar Park Housing Association

Minutes of the Management Committee Meeting held in the Offices and Remotely via MS Teams on Tuesday 20th January at 6pm

Present:

F Sheeran, Chairperson (Online)
N Thumath, Committee Member (In Person)
C McKinlay, Committee Member (In Person)
B Johnston, Committee Member (In Person)
M Johnston, Committee Member (Online)

M Harkness, Member, Observing (In Person)

In Attendance: Staff

S Rae, Acting Director
S Paton, Corporate Services Officer
R Davis, Customer Services Assistant
(Minutes)
Finance Agent – FMD (Online)

The Meeting is Quorate

1. Welcome and Introductions

All attendees introduced themselves to observer M Harkness.

2. Apologies and Declaration of Interest

Apologies were received by A Scott, M O'Donnell, and A Wood.

3. Minutes of Previous Meeting

The minutes were proposed by C McKinlay and seconded by F Sheeran as a true and accurate record of the previous meeting. There were no matters arising.

4. Actions from Previous Meetings

The Corporate Services Officer reported that there were two outstanding actions from the previous meeting that have not yet been completed; a meeting between the chair and acting director regarding the landscaping in the Moore Street area, and the acting director is still awaiting to receive the licence agreement from Baltic Street Playground. The Chair and Acting Director agreed they will have their meeting in the future, and the Acting Director will inform Committee as when he has received the licence agreement from Baltic Street Playground.

5. Applications for Membership

The Association has received one application for membership. The Corporate Services Officer informed the committee that the application was received from M Harkness of Graham Square. The committee approved the membership application, and a share certificate was signed by N Thumath and C McKinlay and issued to M Harkness.

6. Use of Seal

None

7. Notifiable Events

The Director's Secondment

The Chair advised the Committee that a meeting had taken place between the Association and Reidvale HA regarding J Smilie's ongoing secondment. The Chair reported that the discussions had been constructive and that Reidvale HA had proposed extending the secondment for a further year, with a six-month break clause. Having considered the proposal from RHA and noting the Acting Director's positive assessment of the current arrangements, the Committee agreed that extending the secondment on this basis represented a prudent course of action to allow the Director opportunity to complete her obligations to RHA.

Committee agreed to extend the secondment for the next financial year April 2026-2027, with a six-month break clause included in the agreement.

The Association will update the regulator with a notifiable event once RHA is notified and the agreement is drawn up.

a) *Internal Auditor – Letter Regarding Change of Business Name*

The Association's internal auditor has changed name. The Corporate Services Officer informed the Committee that this is re-branding and it is still the same company and the Association will work with them under the terms of the existing contract. Committee members have been provided with updated contact details for the internal auditor. The Corporate Services Officer will contact the Association's regulation manager at the Scottish Housing Regulator to notify them of the name change to notify them.

8. Assurance Reporting

This report is brought to every meeting by Corporate Services Officer on different areas of the assurance statement. This is in lieu of a stand alone assurance working group. The focus for this meeting will be on regulatory standard 4.

a) *Regulatory Standard 4*

The Corporate Services Officer reminds committee of regulatory standard 4 and the evidence that we collect for this outcome. Page 18 of the report draws some inclusions and improvements. The Corporate Services Officer notes that the Association will be working towards collecting more evidence of tenant feedback being fed back to the committee and more evidence of committee challenging senior staff.

The Committee noted that the Association is compliant with Regulatory Standard 4 after scrutinising the evidence within the evidence bank for this standard.

9. Monitoring Reports

a) Risk Management – Risk Management Register

The Corporate Services Officer reports on the risk management register to Committee once a quarter, this shows the matrix used by the Association for risk mitigation. The Corporate Services Officer informed the Committee that this is reviewed regularly at senior staff meetings. The committee noted the monitoring report and did not note any new risks to add to the register at this time.

10. Committee Digest and Committee Training

The Corporate Services Officer provided an update to committee. She noted that there is still an ongoing pressure on attendance and Committee noted the importance of getting apologies in early. She also informed committee that she hopes to contact each committee member regarding train in the near future. The Committee noted the news from the sector section where it was noted that the SHR was engaging with Thenu Housing Association, a neighbouring housing association. Finally, the Corporate Services Officer highlighted to committee that the regulator has provided updated guidance for tenants to raise Significant Performance Failures, and assured Committee that the website and office noticeboard has been updated accordingly.

a) GWSF Case Study: Damp and Mould

The Corporate Services Officer brought a case study from GWSF to the committee's attention. The case study notes a housing association agreeing an out of court compensation deal with a tenant regarding damp and mould in their home. The Corporate Services Officer informs committee that this is important to be aware of as it could set a precedent and become a trend of similar claims being made against other RSLs like MPHA. The Committee noted the report.

b) Committee Recruitment

The Corporate Services Officer provided an update on the ongoing committee recruitment process. The advert is now live on EVH Website, and three applications have been received so far. The Corporate Services Officer will continue to review applications and provide an update to the committee at next month's meeting once the closing date has passed.

11. Rent Consultation Presentation

A presentation by the Corporate Services Officer on the recent rent consultation carried out by the Association. The presentation covered the methodology, response rate, results of the rent consultations, and comments by tenants. Corporate Services Officer highlighted that while the number of responses is down on last year, it is still significantly increased from previous years. The Corporate Services Officer reported that that 70% of respondents backed the rent increase of 5.6%, although around 20% of respondents say that their rent is

unaffordable. Those who stated their rent was unaffordable will have a follow up call to make them aware of our welfare benefits service.

The Committee discussed the proposal and approved the decision to increase rent by 5.6% for the 2026/27 financial year based on tenant feedback.

12. Draft 2026-2027 Budget

The finance agent presented the draft budget for 2026/27 to the Management Committee for comment and review before the final budget is presented for approval in either February or March 26. The budget was based on a range of assumptions as highlighted in the paper (distributed in advance of the meeting).

During the presentation the finance agent highlighted the following:

- 26/27 Budgeted surplus is expected to be £479.3k which is higher than the surplus forecasted in the recent May 25's Business Plan projections.
- The surplus is higher mainly due to income from RVHA director agency service recharge, lower Maintenance and higher interest receivable.
- The main outstanding information yet to be received is the insurance renewal quote for 26/27 and the annual salary increase which are both normally received in February or March.
- The Budget assumes Director Agency Services to Reidvale naturally expires in April 2026 and is extended for another year over 26/27. Confirmation should be received before approval of the final budget.
- Rental & Factoring income has largely increased by 5.6% being the annual rent increase % being consulted on with tenants.
- Stage 3 income : Assumed at £25k. GCC have reduced this budget in recent years which might mean the Association curtailing external funded medical adaptations works.
- Staff Costs : Increased by 5.1% (being 3.6% Oct 25 CPI plus a 1.5% estimated markup). Staff Headcount increases to 12 (11.4 FTE).
- Office overheads : Zero based budgeting applied and inflation added
- Reactive Maintenance : Increased to £372k from a 25/26 budget of £368k
- Cyclical Maintenance : Reduced significantly to £279k due to lower painterworks and one-off tank isolation costs.

- Component additions : £290.7k budget and includes £10k for preliminary consultancy costs for the conversion works at Drakemire.
- Other Fixed Assets : £4.6k for 4 laptops & monitors & £60k for the rescheduled office refurbishment
- Cash Balance : A slight increase of £119k cash per the cashflow. Cash outflows between April 26 and August 26 are higher than inflows due to timing of certain expenditures like the annual insurance renewal premiums & office refurbishment.
- KPIs : Staff Costs to Turnover % - Higher than local peers & national median but in line with MPHA's actual 24/25 performance. Management admin per Unit – Higher than local peers but slightly above national median.

The Management Committee after considering the budget had no recommendations at present and noted that the final budget will be presented in March 2026.

13. Treasury Management Policy Variation

Brought by the Finance Agent. The Finance Agent informed the Committee that the policy should be amended to reflect updates to UK FSCS latest policy.

Committee approved the amendment to the Treasury Management Policy.

14. Next Services Sub Committee – February 3rd 2026 @ 6pm

Corporate Services Officer confirmed there was a typo and the meeting will be held on Tuesday 3rd February @6pm. The Corporate Services Officer will inform sub committee members who are not in attendance of correct date.

15. Directors Report

The Acting Director informed committee that the Association is running well with a full compliment of staff. The Acting Director also noted that there are some minor tweaks to be made to draft budget, and committee will be notified of these at future meetings. The Association received a notification from Nationwide asking for confirmation of ID for a number of committee members and staff. Committee members will send a scanned copy of their ID to the Acting Director, or come into the office for the Customer Services Assistant to scan a copy.

16. Open Market Property Acquisition – Dalmarnock

Acting Director informed the committee that the association has been presented with the opportunity to buy back a property in the Dalmarnock. The buy back would be completed with funds from GCC's strategic grant funding. This would involve GCC providing 70% of the funding for the acquisition of the property, provided it is then let to a S5 homeless referral. Acting Director also notes that the Senior Housing Officer has negotiated the funding figure to 85% with GCC, meaning the cost to MPHA would only be £27k to purchase and a further £8k to

bring it up to a lettable standard. The Acting Director believes this would be a sensible purchase for the association as it is in an area already managed by the association and would come at a relatively low cost. Committee agree that the buy back makes sense, the acting director confirms once they have the funding confirmed by GCC then the association would like to move quickly on the buy back. Acting Director informs committee that he will consult with the finance agent on the best way to fund the buy back and will provide an update to committee in the future.

17. Procurement Report

Report by the Asset Compliance Officer, was delivered to committee by Acting Director. Acting Director highlights that the new phone system has now been installed and working, however there have been delays in the fibre being installed. The Acting Director informed committee that these are the only changes since the previous report was brought to committee.

18. Delegates Report

a) Meat Market Regeneration CIC

Chair informed the committee that the meetings scheduled before and after Christmas had both been cancelled, and there are no updates since the last meeting.

b) Safe Injection Site-Thistle Centre

The Chair informed the Committee that the site has seen significant usage, which shows the success of the project. The site is still receiving a lot of negative press around the perception that new drug dealers were supplying around the Thistle Centre and building work/development in the area forcing drug users into new shaded areas of streets. The Acting Director said he would provide a report to the next Sub Committee meeting on whether or not there had been an increased number of reports of drug use/ drug paraphernalia in and around MPHA stock. Acting Director will speak to maintenance team and see if they can provide figures on Work Orders raised to clean of drug paraphernalia and if there has been an increase.

19. Dates for your Calendar

Next services sub committee meeting – 3rd February.

Next management committee meeting – 17th February.

20. AOCB

Late paper from finance agent to roll over Nationwide savings account. Finance Agent informed committee that Nationwide are providing the highest interest rate from the quotes received. Finance Agent also highlights that cashflow forecasts show no issues with having money tied up in a savings account.

Committee Approved the decision to roll over the nationwide savings account.
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21. Date and Time of Next Meeting

Next management committee meeting – 17 February 2026

Meeting closed 19:32.