

Molendinar Park Housing Association

Minutes of the Management Committee Meeting held in the Offices and Remotely via MS Teams on Tuesday 17th March 2026 at 6pm

Present:

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

In Attendance:

S Rae, Acting Director
S Paton, Corporate Services Officer
J Mallon, Senior Housing Officer
R Davis, Customer Services Assistant
D Ampofo, FMD (Finance Agent)
M McLaughlin, Observer
B McLaughlan, Observer
L McKie, Observer

The Meeting is Quorate

1. Welcome & Introductions to Observers

The Vice Chair introduced himself to all at the meeting, all present at the meeting took turns to introduce themselves to the three observers who were interested in joining the management committee.

2. Apologies and Declaration of Interest

Apologies received from F Sheeran (Chair) and B Johnston.

A Scott (Vice Chair) chaired the meeting in absence of the Chair.

All staff present at the meeting had a declaration of interest for agenda items 16 a) and 16 b).

3. Minutes of the Previous Meeting

The minutes were proposed by C McKinlay and seconded by N Thumath as a true and accurate record of the meeting that took place on Tuesday 17th February.

4. Actions from Previous Meeting Report

The Corporate Services Officer reported that there is only one outstanding action from the previous meeting, for the Acting Director to provide an update on Baltic Street Adventure Playground license agreement. Acting Director informed the committee that the license agreement is with both parties solicitors, and he will provide a further update to committee when he has one. The Corporate Services Officer informed committee that the contractors list from the Entitlements, Payments and Benefits policy approved at the previous meeting has since been added to the committee SharePoint. The Committee noted the actions from previous meeting report.

5. Applications for Membership

None

6. Use of Seal

None

7. Notifiable Events

a) Directors Secondment

An update was provided by the Acting Director in the absence of the Chair. The Committee was advised that discussions had taken place between the Chairs and Directors of Molendinar Park Housing Association and Reidvale Housing Association regarding the proposed extension of the Director's secondment for a further twelve-month period. The Committee noted that a formal break clause review will be undertaken at the six-month point to ensure that the arrangement continues to operate effectively for both organisations.

Following discussion, the Committee confirmed that it was satisfied that the Association can continue to operate effectively during the period of the Director's secondment, with appropriate governance and management arrangements in place. The Acting Director further advised that a notifiable event will be submitted to the Scottish Housing Regulator in April to notify them of the extension of the Director's secondment to Reidvale Housing Association for a further twelve months.

8. Homeless Briefing

Report provided to Committee by the Senior Housing Officer.

a) HSCP Letter

Senior Housing Officer reported that the association had received a letter from GCC HSCP, requesting an increase of the number of voids we allocate to Section 5 referrals to 67%. After further information from the Senior housing officer, the Committee discussed and agreed that this isn't sustainable as the association only deals with around 30 allocations a year. The Senior Housing Officer also provided a report with a breakdown of the Association's waiting list and the number of section 5 referrals the Association has completed in the year to date. The Vice Chair asked the Senior Housing Officer if this is a requirement or request. Senior Housing Officer believes that this is only a request and not enforceable at this time. The Senior Housing Officer has a good working relationship with a caseworker at GCC homeless team, reports that caseworker is happy with the associations use of section 5 and attempts we are making to reach 50% of allocations to section 5 referrals. C Boyle notes that if the caseworkers and those that the Association has a working relationship with are happy then there should be little concern for the Committee. The Senior Housing Officer will provide an update of the Local Letting Plan meeting that is scheduled to take place sometime in April/ May to the Services Sub- Committee Meeting.

9. Assurance Reporting

The Corporate Services Officer said this report forms part of a recurring series of assurance reports designed to ensure that all evidence bank areas are systematically reviewed and considered in advance of the Assurance Statement submission deadline in October 2026. The report is presented by the Corporate Services Officer and replaces the need for a standalone assurance group, providing the Committee with ongoing assurance over compliance and governance arrangements.

a) Regulatory Standard 5 – The RSL conducts its affairs with honesty and integrity

The Corporate Services Officer detailed to committee what the standard is and how the association is required to stay compliant. The Corporate Services Officer provided committee with a breakdown of the evidence that is gathered for this regulatory standard and how the association remains compliant. While collating this information the Corporate Services Officer noted that the severance policy was out of date, and an updated policy will be brought to the next meeting. The committee noted that they were assured, based on the evidence that the Association is compliant with Regulatory Standard 5 and the improvement plan is in place.

10. Monitoring Reports

a) Schedule of External Submissions

The Corporate Services Officer informs the committee that this report shows all the statutory submissions the association must make. The Corporate Services Officer highlighted that the report shows that the Association is meeting all relevant lender and statutory timescale requirements.

11. Committee Digest and Committee Training

Corporate Services Officer reminded committee members of all the training opportunities that are available to them. The Corporate Services Officer also noted that there was no major news from the sector to report.

12. Complaints Handling Policy & Procedure

Updated policy brought to Committee by the Corporate Services Officer

a) Cover report – Complaints Handling Policy

The Corporate Services Officer informs committee that this is an update to the existing Complaints Handling Policy, which is a model policy taken from Scottish Public Services Ombudsmen. The Corporate Services Officer informed committee that similar policies have been in use since 2019, and staff receive regular training on complaints handling. The Corporate Services Officer is hoping to produce a leaflet/ flyer to all service users on the complaints procedure.

b) Complaints Handling Policy and Procedure

Committee approved the Complaints Handling Policy and Procedure

13. Final Budget 2026-27

The Chairperson brought forward the finance papers to the beginning of the meeting.

The Finance Agent (FA) presented the final draft budget for 2026/27 to the Management Committee for discussion and review before approval.

During the presentation the FA pointed to one typo error in the Cover Report at section 4.1 Bank Interest Receivable should read “higher income due to higher net cash balances from the above changes”.

The FA highlighted non-extensive changes made to the draft budget that was presented earlier in January has now resulted in an increase in the surplus from £479,315 to now £491,130 and that the key changes were :

- Agency Services to Reidvale Housing Association (RVHA) now including a recharge for some of the Asset Compliance Officer’s (ACO) time.
- Higher staff costs mainly due increased costs due to the ACO working additional hours to allow provision of services to RVHA.
- Higher overhead costs – mainly due to subscriptions and general costs
- Higher non-capital major repairs – added costs for the replacements of consumer units
- Bank Interest Receivable – slightly higher income due to higher net cash balances from the above changes.

During the remainder of the presentation the FA also highlighted the following:

- Surplus is higher than the May 25 SHR FYFP (Year 26/27) mainly due to income from Agency Services to RVHA and lower maintenance costs.
- No material changes to the Statement of Financial Position from the January draft except cash is now expected to increase to £1.9M by 31/3/27.
- Covenants : financial covenants are met with headroom.
- Loans: a large proportion of the loans are on a fixed rate which should provide a degree of certainty incase BASE/SONIA interest rates rise due to the war in Iran.
- KPIs : It was highlighted there has been no material change since last presented.

At the end of the presentation CB asked how covenants are proactively monitored . The advised that asides from the budget this is currently reported to the MC in the quarterly management accounts (with the headroom noted in the accounts).

The Committee approved the budget for 2026-2027.

14. Services Sub Committee Minutes

The Vice Chair reminded that the committee that the next meeting will take place on 5th May 2026.

15. Directors Report

The Acting Director informed committee that the association will be involved in the grow employment program, which gives work experience to young people from disadvantaged backgrounds. The Acting Director said that this is of no cost to the association and committee agreed this is a good way to give back to the community.

The Acting Director also notified committee that the SFHA affiliation fees are due, with an increase of 3.8%. The Committee discussed re-affiliation. The Acting Director informed committee that this is a service the association makes good use of and the committee agreed that being part of a bigger industry wide body is important for advocacy and good practice in the sector.

The Committee approved the renewal of SFHA affiliation
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The Acting Director noted that the association had received communication from SHR who had completed their annual risk assessment and that MPHA is compliant and satisfactory. The Acting Director notified committee that the association is expecting to receive the letter to appoint Azets as the association's auditor, when this is received it will be signed and Azets appointed as the auditor. The Acting Director informed the committee that progress has been made on the office refurbishment and that the works should take place in the coming months.

16. Staffing

Context provided by Corporate Services Officer in absence of Chair. The staff attending the meeting declared an interest for item 16 a and 16 b.

a) Salary Negotiations for 2026-27

The Corporate Services Officer informed committee members that this is an annual review on staff salaries. Proposed figures are taken from industry standard increases, i.e. matching EVH negotiated position with Unite the Union. [Redacted – for confidential staffing information]

b) Scottish Football World Cup Qualification – Decision on Public Holiday 15 June 2026

The Committee reviewed the appendix with information from the sector provided by GWSF for context. M Harkness confirmed that Glasgow City Council had approved the holiday.

After discussion the Committee approved the public holiday on June 15th 2026.

17. Delegates Report

a) *Meat Market Regeneration CIC*

No update

b) *Safe Injection Site – Thistle Centre*

No update

18. Dates for your Calendar

Next committee meeting 21st April 2026 6pm.

19. AOCB

Vice Chair asked for clarity on when bulk uplift collections are taking place. Acting Director will confirm this in a report to the Services Sub Committee in May.

20. Tabled Report – Bad Debts Write Off

Report from Senior Housing Officer on annual bad debts write off. The Senior Housing Officer informed committee that the association has £8,840.59 in unrecoverable former tenant arrears, which amounts to 0.37% of rental income. The Senior Housing Officer provided an overview of the bad debts and informed committee of recovery attempts.

Committee approved the write off of £8,840.59 bad debts.

21. Date and Time of Next Meeting

Tuesday 21st April 2026 at 6pm

22. Meeting Close

Meeting closed 19:18.