

Molendinar Park Housing Association

Minutes of the Management Committee Meeting held in the Offices and Remotely via MS Teams on Tuesday 25th November at 6pm

Present:

F Sheeran, Chairperson
M O'Donnell, Committee Member
C McKinlay, Committee Member
C Boyle, Committee Member
M Johnston, Committee Member

In Attendance: Staff

S Rae, Acting Director
S Paton, Corporate Services Officer
B Anderson, Finance Officer
R Davis, Customer Services Assistant,

The Meeting is Quorate

1. Welcome, Apologies, Declaration of Interest

Apologies were received by A Scott, B Johnston, C Peacock, N Thumath.

The Corporate Services Officer informed the committee that A Gillespie has resigned after a period of her leave of absence. The Chair noted this and will contact A Gillespie in the coming days to thank her for her time on Management Committee.

Staff declared an interest during the Director's report due to discussion of Christmas entertainment spend.

2. Minutes of the Previous Meeting & Matters Arising

The minutes were proposed by M O'Donnell and seconded by C McKinlay as a true and accurate record of the meeting on Tuesday 21st October 2025. There were no matters arising.

3. Actions from Previous Meetings Report

The Acting Director informed committee that a letter has been sent to Nationwide to close off account. The Finance Officer noted this should be paid off by 4th December 2025. The Acting Director reported that the finance agent had looked into paying off pensions deficit up front to save 6% and reported back to staff that it was not feasible due to additional fees. Committee agreed that if there was no real saving to be made then the association should not proceed.

4. Business Planning Away Day 1 November 2025

The Corporate Services Officer presented report of the away day, highlighting the priorities discussed by staff and committee in attendance, as well as the SWOT analysis conducted on the day. C Boyle raised a query on why Dalmarnock was listed as a threat, the Acting Director responded that this was due to stock type being less desirable than the new housing stock being built around our stock.

Committee noted the report and agreed on the priorities that were set out at the away day as the priorities for this year of the business plan 2026.

5. Membership

No new applications for membership

6. Use of Seal

None.

7. Notifiable Events

Committee noted that there were no open notifiable events

8. Monitoring Reports

a) Directors Secondment – 6 monthly review

The Chair, Acting Director and Director had a meeting at Reidvale Housing Association (RHA). All parties agreed it would be sensible for Director to remain on secondment to complete the work plan at RHA that she undertook for a further 6 months. Both Acting Director and Director are happy with their respective roles in the current form. The Chair highlighted that after speaking to the Acting Director that the Association has sufficient staffing levels to maintain performance at MPHA. The Acting Director informed committee that he is budgeting for the Director to be seconded for the next full financial year as well as the option that she will come back to post. This scenario planning will be brought to the next Committee meeting in January alongside other budgeting information. The committee noted the report.

b) KPI Performance Monitoring Report

The Corporate Services Officer presented the report. This report is normally taken to services sub-committee, however this meeting had been cancelled due to the inability to reach a quorum.

[Commercially sensitive information about a Contractor]. The Chair and Acting Director will have a follow up conversation regarding this issue. The committee noted the report.

c) Housing Management Performance Report

The Corporate Services Officer presented the report, with note that the senior housing officer did not wish to highlight anything specific in the report. The Committee noted the results of the Welfare Rights Service, which is continuing to raise a considerable amount of income for tenants, assisting them in welfare claims and the transition to Universal Credit.

d) Maintenance Performance Report

The Committee noted the contents of the report.

e) Tenant and Resident Safety Report

Committee noted the contents of the report.

9. Assurance

a) Assurance Report – November

The Corporate Services Officer notes that this is now brought to management committee each meeting. This month's focus is on equality and diversity. The Corporate Services Officer highlights that the report shows that there are plenty of strengths in the association's equality and diversity procedures. The Corporate Services Officer informed committee that the improvement focus highlighted in the report are regarding quality feedback and tenant engagement mechanisms. C Boyle noted that data collected anonymously is difficult to take actions from. C Boyle also noted that other RSLs have difficulty understanding how best to demonstrate how doing with data is used.

b) Internal Auditor – Annual Report

Committee noted the report.

c) Internal Auditor – Follow up Report

Committee noted the report

10. Committee Digest and Committee Training

The Corporate Services Officer noted that that committee meetings are running with low levels of turnout. Corporate Services Officer stressed the need for committee members to get their apologies in as early as possible if they know in advance they cannot make meetings to ensure adequate quorum is reached. The Corporate Services Officer also informed committee that the recruitment process for new committee members will begin shortly. The Chair informed the Corporate Services Officer who noted his availability for the interviews.

11. Quarter 2 Management Accounts

The Finance Officer reported on the Q2 Management Accounts.

As of 30 September 2025, the projected budget for comprehensive income was £178.9k but the actual result was £294.4K, resulting in a positive variance of £115.5k. This variance arises from various over- and under-expenditures.

Key points include Stage 3 HAG had a £3.6k negative variance due to reduced grant funding.

Management Expenses saw a £56k positive variance due to, amongst other things, new staff member budgeted for full year but did not start until Q2, other new staff member started at bottom of scale. Heat and Light underspend as

expected due to summer months. IT expenses are underspent due to new IT provider and fewer call-outs. Legal & Professional underspent as costs are planned for later in year.

Reactive Maintenance/Voids had a £21.5k positive variance due to less activity than anticipated. Cyclical Maintenance and major repairs have positive variances (21.3k and 29.9k) due to work planned for later in the year. Service Costs had a negative variance 5.2k due to facade work which had not been budgeted for.

There was a gain on sale of flat 0/2, 7 Moore Street (£22.5) which was unbudgeted tranche up sale of 50% of property.

Tangible Fixed Assets were £6.85k over budget in Q2, however this should level out over the rest of the year. Talk through snapshot of actual v budget. Other fixed assets slightly under budget.

Current Assets included a £438 reduction in cash, the cash balance at the period end is £1.731M.

Current Liabilities decreased by £92.2k primarily due to sundry creditors (after the reallocation of the MTR Grant to deferred income) and purchase ledger control. The opening net pension liability of £209k was due to the receipt of the pension scheme actuary's measurement at 31st March 2025. There is no movement in year as DB accounting is performed at the year end and there are no past service contribution payments for 25/26.

KPIs are all lower than budget.

It was noted that the Association remains stable and cash balances at the period end are above the budget projections. The 12-month cashflow projection to September 26 shows a manageable net outflow however the immediate areas of risk are overheads/maintenance costs (as inflation remains above the BOE target) and impact on arrears recovery from tenants.

12. Central Heating Useful Life Change

The Finance Officer presented the report to committee which sought to alter the procedure for depreciating boilers and radiators, to 15 year lifespans and 30 year lifespans respectively. The Acting Director informed committee that this change would allow the policy to better reflect the practices that take place.

Committee approved the proposal to change the central heating useful life to reflect the working practices of the Association.
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13. Rent Consultation

a) Rent Consultation Background Report

A report was presented by the Corporate Services Officer detailing how the association will consult on rent increases. The Corporate Services Officer reported that the October CPI figures show inflation at 3.6%. Corporate Services Officer details how the business plan states rent increases will be based on CPI plus 2%, and based on this information the association is proposing to consult on a rent increase of 5.6%. The report shows an increase in responses since CX Feedback has been used for the rent consultation, and the Corporate Services Officer recommends to committee that this approach will be used again for this year's rent consultation. The Chair noted the increased number of responses since CX Feedback has been used for rent consultation and agrees it would be good practice to use again this year.

The Committee noted that the proposed rent increase is in line with the business plan, and committee approved the proposal to consult on rent increases of 5.6%

b) Glasgow West of Scotland – Rent Consultation Sector Report

The Committee noted the report from Glasgow West of Scotland on the proposed rent increases across their members. The Chair notes that the proposed increase of 5.6% is similar across the sector, and that MPHA will not be an outlier with this increase.

14. Digital Transformation Framework

a) Digital Transformation Strategy Cover Report

A report by Corporate Services Officer was noted by committee for a new Digital Transformation Policy. The Corporate Services Officer details that Linda Ewart from SFHA included in her review a recommendation for the association to adopt SFHA's digital governance policy. The Corporate Services Officer highlights that with the growing prevalence of AI and social media, and the association using more digital technology, it would be a good idea to have a policy that took a sensible and risk based approach to these technologies. Committee agree that it would be useful to have a policy covering digital transformation.

b) Digital Transformation Framework

Committee Approved the Digital Transformation Policy/Framework and will be reviewed and renewed either when good practice or legislation changes or in 3 years time in November 2028 or whichever is sooner.
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15. Next Services Sub Committee

Corporate Services Officer informs the committee that the next services sub committee will take place on Tuesday 4th February 2026 at 6pm.

16. Directors Report

The Acting Director thanked everyone for attending the away day and said it was a productive meeting to determine the focus and direction of the coming year's priorities. He noted that the staffing performance is good with one member of staff down currently on sick leave in housing management. The Acting director sought approval for a spend for staff during their Christmas night out which is a traditional bonus given to thank staff for their good work during the year. All staff attending declared an interest in this item and it was agreed that staff did not have to leave to discuss this agenda item. A committee member recommended that the per person value is raised from £35 per person to £40 to cover the rising food costs.

The committee approved £40 per person Christmas meal fund for all staff.

The Acting Director also asked for committee approval for the elderly persons Christmas party which is set to take place mid December in the common room at Drakemire.

The committee approved a spend of around £300 to cover the cost of delivering the Christmas party to Drakemire.

The Committee noted that there had been a review of the FSCS protection for bank accounts which raise protection from £85000 to £120000.

17. Baltic Street Playground

Acting Director informed committee that Baltic Street Playground, who occupy some land adjacent to the associations stock, have put forward two proposals to acquire some land that sits between their site and the associations stock. Acting Director informed committee that they have proposed a land transfer and a license agreement, and that he would prefer a license agreement rather than losing the land. Chair agreed with the acting directors view that a license agreement would be better if the committee supported the idea of allowing them use of the land. Committee supported the proposal to allow Baltic Street Playground the use of the land. C Boyle questioned if Baltic Street Playground would cover the associations solicitor fees, as the association is not gaining anything out of any potential license agreement. Acting Director will investigate this.

Committee approved the decision to proceed with licence agreement.

18. Standardisation of Policies – Templates

a) *Cover Report on Standardising Policies*

The Customer Services Assistant report is about introducing a template to be used on all future policies, and retrospectively to existing policies. The Customer Services Assistant highlighted how the association doesn't currently have a

standard policy template and recommended that the Committee approved the new format to standardise our policies. The new template would have a cover page, information overview, and contents page to make policies easier to navigate for anyone who reads them and ensure that it is highlighted that the policies could be translated or provided in a different format. The Committee agreed that it would be good practice to implement a standard template across policies.

b) Proposed Policy Template

Committee approved the new policy template and agreed to implement it to all current and new policies going forward.

19. Delegates Report

a) Meat Market Regeneration CIC

The Chair has no updates to provide.

b) Safe Injection Site – Thistle Centre

The Chair informed committee that there is reports of drug use and drug paraphernalia in closes in the vicinity of the safe injection site by community members. The Chair informed committee that there has been meetings taking place with relevant local bodies, including police who were being more visible and attending the sites more often, and are hoping to take a more proactive approach moving forward in the future to minimise the impact on local residents.

20. Dates for your calendar.

The Corporate Services Officer highlighted the committee calendar with dates of meetings for next year. C McKinlay queried dates for easter weekend. Corporate Services Officer to update with new dates. Committee noted the calendar.

21. AOCB

None.

22. Date and Time of Next Meeting

Tuesday 20th January 2026 at 6pm.