

PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee meeting

Hybrid Meeting

5th June 2024

Present: A Anderson (online)
E Campbell
S Gilbert
B Lees (online)
K Menzies (online)
E McNie (online)
M Richards

Staff: M Torrance (online)
E Mathershaw (online)
W Baxter
M Thompson (online)
M Binnie

GOVERNANCE / MINUTES ETC

1. APOLOGIES

J Anderson (SLA)
M Hesketh (SLA)

It was noted with great sadness that Flora Wallace has passed away. This is the first meeting without Flora Wallace and she will be sadly missed by everyone.

2. GOVERNANCE ITEMS

Composition of Management Committee

C Munro has resigned due to personal circumstances but hopes to join again in the future.

Following a recent recruitment drive we have had interest from a number of people.

Two people have submitted their membership application and application to join the committee. If both memberships approved today both can be accepted onto the management committee from the next meeting. Both will be filling a casual vacancy. A casual vacancy is when a vacancy occurs during the year. Casual vacancy members count towards quorum.

Others who noted their interest have been invited into the office next week. Following this if anyone is wanting to join the committee their membership can be approved in July and they can join from August.

Membership Applications

In accordance with the Association's Rules there were 5 new membership applications considered for approval (details noted on membership paper).

The memberships were approved. The use of the seal was approved by the Management Committee.

Two of the approved membership applicants have also submitted membership applications for Management Committee. Both have the necessary skills and experience and have met with a number of the existing committee members. It was agreed that Louise McNally and John O'Meara be accepted as members filling casual vacancies with tenure from 20th June 2024 meeting.

Membership Cancellation

In accordance with the Association's Rules there was 1 membership considered for cancellation (details noted on membership paper).

Membership cancellation noted/approved.

Total number of members – 127

Payments, Benefits & Entitlements

To note two housing applications registered for staff member's relatives (details noted on PBE report).

Committee members homologated two payments made to tenant members as previously approved by the Chair (details noted on PBE report).

Committee members approved a decoration allowance payment for a tenant related to a staff member (details noted on PBE report).

2a. Minutes of Previous Meeting – 27th March 2024

There were no amendments to the minutes.

Proposed: B Lees

Seconded: E Campbell

Minutes Approved.

2b. Matters Arising

All covered in agenda.

3. BUSINESS ITEMS

3a. Budget Revision 2024/25

The budget was approved on 27th March with the understanding we would need to revisit when there was a decision from bank on covenant relaxation.

We have since received notification that RBS have approved a change from 100% MRI to 50% which has allowed us to revisit the budget with a view of completing additional programme works.

Comparison is against the actual budget.

Rental income is not changing.

Training and recruitment budget has been cut back.

The H&S budget was cut back particularly on the wellbeing side but have been able to add back in.

Legal advice for housing matters actual spend has been higher than budget.

An additional £39k is included in management costs from the original budget.

Reactive maintenance - £1,339,163, original figure. Took out £75k to meet the restrictions of the covenant requirements of the original Budget. This has been added back in in this version.

Planned maintenance – able to increase the budget by £574k. This will include additional sanitaryware works and kitchen replacement works.

Finance and Housing Management are now having regular meetings to monitor the reactive repairs budget.

The budget will be reviewed in November at the mid year review.

The stock condition survey is completed and we await the full report. There has been no concerns raised from the survey.

The Association's solicitors will review the formal proposal from RBS to allow a formal sign off.

Management committee members approved the revised budget for 2024/25 provided that the legal aspects can be satisfactorily signed off.

3b. Development – Commissioner Street

Members have previously discussed this project. The paper has now been updated to include feedback from our solicitor. No legal concerns were raised regarding the development.

The development is ongoing and is going well.

There is the option to undertake the project either on a turnkey basis or staged payments. This has previously been discussed and the turnkey option was favoured.

W Baxter continues to attend progress meetings.

The contractor has since changed name to The M Group. This does not affect the development.

The project is around 4 weeks behind, however they hope to make this up.

The development is due to be completed in May 2025.

There are 4 blocks in the development. Blocks A and D are for Paragon and blocks B & C for Curb. Block D is 6 houses and these may be ready around Xmas time.

There was discussion on the impact on rental income. Included forecast rental income in the last quarter and may need to review this. There should be no major detrimental impact if into next financial year. Will review at mid year review.

The development is included in the 5 year Financial Plan return to the SHR.

Management committee members approve the commitment to the project for the development of the properties as noted in the paper and approve proceeding on a turnkey basis.

Westquarter Development

Work at the development is ongoing and going well. W Baxter updated on drainage and piling at the development.

Paragon and Curb held an open evening for anyone interested in finding out more about the development. The development is being built round Cedar Crescent and Garden Avenue.

3c. SHR Returns – ARC Return and FYFP Return

The ARC and the FYFP returns were approved by the F&GP sub committee on 29th May 2024 and submitted to the SHR on time.

Both returns were issued to member and noted. Noted detailed review had been carried out by HMI Sub Committee before F&GP Sub approval.

4. ANY OTHER BUSINESS

-

5. DATE OF NEXT MEETING

The next meeting is due to be held on Thursday 20th June at 1.30pm.

Signed: Chairperson	
Date:	