

**PARAGON HOUSING ASSOCIATION LIMITED**

Minutes of Management Committee meeting

Hybrid Meeting

11 June 2025

Present: A Anderson  
J Anderson  
E Campbell  
S Gilbert  
D McLean (online)  
L McNally  
J O'Meara

Staff: M Torrance  
E Mathershaw  
M Thompson  
W Baxter  
M Binnie

Guest : Peter Freer, Allia C&C

Standing orders suspended to deal with agenda item 5a.

**5. BUSINESS ITEMS**

**5a. Treasury Management - Refinance**

M Torrance introduced Peter Freer from Allia C&C who has been acting as Treasury Advisor for the Association to the meeting to provide an update on the refinance exercise.

Peter took members through a presentation on the options.

Following a tender exercise offers from 7 banks were received. These offers are detailed in appendix 1. Strong competitive offers were received from all banks.

Peter explained the key areas that were considered when analysing the offers. Following this Allia C&C recommended 3 offers that should be considered.

The consideration of each of the options was discussed.

Arrangement fees and non utilisation fees were explained and discussed.

There was discussion on facility terms and the pros and cons of each.

P Freer presented the recommendation by Allia C&C and the reasons for the recommendation. The recommendation is to split a £15 million facility between 2 preferred lenders. It was noted this stage is to select preferred lenders and the detailed facility will have to be approved by Management Committee subject to due diligence etc

***The management committee unanimously agree to the recommendation presented.***

It was agreed that Peter will contact the lenders to advise and will invite the contact in to meet members.

M Torrance thanked Peter Freer for his work on the refinance exercise to date.

## **GOVERNANCE / MINUTES ETC**

### **1. APOLOGIES**

B Lees  
K Menzies  
M Richards

### **2. COMPOSITION OF COMMITTEE**

No changes

### **3. MANAGEMENT COMMITTEE CALENDAR**

No changes

### **4. GOVERNANCE ITEMS**

Attendance register – to note

#### **Membership Applications**

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

***The membership was approved. The use of the seal was approved by the Management Committee.***

#### **Payment, Benefit & Entitlement**

S Gilbert declared an interest and took no part in the decision process.

Three separate housing applications were received where the applicant is known to either a staff member or committee member. These are for noting

only at this stage. No offer of housing is being made. Details are noted in the register.

E Mathershaw noted that when an applicant is known to member of staff there are procedures in place to ensure the staff member has no dealing with the application.

**4a. Minutes of Previous Meeting – 26 March 2025**

There were no amendments to the minutes.

Proposed: S Gilbert

Seconded: E Campbell

***Minutes Approved.***

**4b. Matters Arising**

All covered in agenda.

**5. BUSINESS ITEMS**

**5b. Succession Planning**

M Torrance advised that the F&GP sub committee discussed this at their last meeting.

We will run a recruitment campaign for new management committee Members. SFHA has recently issued new guidance on this which included good case studies on how some organisations have recruited members including using LinkedIn.

We will place an advert with third sector publications.

We can arrange a drop in session for anyone interested in joining the committee.

There is one possible person interested in joining the committee and we will invite them along to the July meeting as an observer.

We currently have 10 elected committee members out of a maximum 15. One third are required to retire. Therefore 4 members are required to retire. This is usually the longest serving members, which are: J Anderson, E Campbell, K Menzies and S Gilbert.

A Anderson intends to step down Chair after the AGM. Interest has been invited and this will be discussed at the July meeting.

**5c. KPI 2025/26 Targets**

E Mathershaw took members through the proposed changes to the housing management KPIs.

**6. FINANCE & GENERAL SUB COMMITTEE**

**6a. Finance & General Sub Committee**

The last meeting was held on 28<sup>th</sup> May 2025 and the draft minutes were noted.

The main focus of the meeting was the approval of the annual returns.

**6b. Confidential Item - Redacted**

**6c. Equality Strategy and Annual Report**

M Torrance advised that the reports were uploaded. The narrative report requires to be completed.

We continue to collect data from applicants and existing tenants.

We need to review how we are transferring this date from applicant to tenant.

A working group is set up to look at how we can improve data collection.

We also collect for staff and management committee.

E Mathershaw advised that she is looking into producing a “communications passport” for tenants. The Tenant Scrutiny Panel is holding a meeting on Monday 16<sup>th</sup> June to look at this.

**7. HOUSING MANAGEMENT & INVESTMENT**

**7a. Housing Management & Investment**

The last meeting was held on Tuesday 20<sup>th</sup> May. The draft minutes are to follow.

**7b. Arrears / Voids / Repairs**

E Mathershaw advised that the report was discussed in detail at the HM&I sub committee meeting.

The arrears figures are positive and tenant satisfaction with repairs is good.

E Mathershaw advised that she has just received the recent report on the HoME project and will circulate to members.

#### **7c. Programme Report**

W Baxter took members through the expenditure report.

There was a discussion on possible charities that could help owner occupiers pay for repair/ improvement work to their property. E Mathershaw advised that she will ask our Tenancy Sustainment Officer to look into this.

#### **Development**

Commissioner Street - we might take partial possession of the properties but this has still to be agreed.

Westquarter – handover is expected at the end of July. Under the terms of our rent setting policy committee members will approve the rent for the first let of new build properties. A Rule 55 will be issued to members to approve or this will be brought to the July meeting for approval.

#### **Medical Adaptations**

We received grant funding of £130k which will allow us to clear the back log.

#### **Gas Servicing**

No failures

### **8. COST PLAN / TENDER APPROVALS**

#### **8a. 6 Yearly Pre Planned Maintenance Works (non painterwork) 2025/26 Tender**

W Baxter took members through the tender report.

***Management committee members approved the recommendation as noted in the report.***

#### **8b. Gas Boiler Installation and Installation Measures Tender**

W Baxter took members through the tender report.

***Management committee members approved the recommendation as noted in the report.***

## **BBOOMs**

W Baxter advised that we had budget for 5 BBOOMs and have already secured 5. There is the possibility of being able to fund the purchase or more properties. M Thompson has checked against the business plan and we could support an additional 4/5 this financial year.

***The management committee members approved***

The demand for properties was discussed.

### **9. AUDIT COMMITTEE**

#### **9a. Audit Committee**

The audit sub committee met on 9<sup>th</sup> June 2025 (Monday) . Minutes to be produced

#### **9b. Management Accounts Q4 2024-25 Draft**

The management accounts for Q4 were discussed at the F&GP sub committee.

The Q4 accounts remain draft until they are audited.

***Management committee members approved the Q4 accounts.***

#### **9c. Business Plan Update**

The 30yr business plan has been updated.

The business plan in draft format was sent to the lenders by the deadline of 15<sup>th</sup> May 2025

It will be resent once approved by committee.

***Management committee members approve the business plan.***

#### **9d. External Audit**

The tenders for the external audit have been received and the F&GP sub committee will review and bring to the management committee meeting in August.

#### **9e. Internal Audit**

The audit sub committee approved the internal audit programme for 2025/26.

- Gas safety
- Allocations/lettings
- Void costs
- Rent accounting

The allocations / lettings will be a “deep dive” approach and involve the Tenant Scrutiny Panel

We will include Damp, Mould and Condensation in the audit plan for 2026/27 and our contingency plan.

The main contingency plan is being updated and will be brought to the July Meeting.

#### **9f. Risk Report Q4 2024-25**

M Torrance advised that the updated reports and presentation were uploaded and that the audit sub committee went through the presentation in detail at their meeting.

### **10. HEALTH & SAFETY**

#### **10a. H&S Workplace Committee**

The committee last met on 5<sup>th</sup> June.

#### **10b. H&S Stock Sub Committee**

The committee last met on 5<sup>th</sup> June.

M Torrance advised that we received a letter from the SHR regarding the legal implications of Grenfell issues. ACS have issued guidance on this. W Baxter is attending an EVH session where this will be discussed. There were no issues noted in our recent Fire Risk Assessment report.

Improvements have been made to the office fire escape and most staff have been taken through a walkthrough of the office.

#### **10c. STEPS Group Update**

The group continue to meet and organise activities.

The gardening club will start up next week if anyone is interested in joining.

Staff are holding a sunflower competition in aid of The Beatson Cancer Charity if anyone would like to take part.

Staff and some committee members are taking part in a walking challenge.

Staff are setting up a books exchange.

Our Wellbeing consultant recently held a well received session with staff on the management of change.

**11. REGULATORY ISSUES**

**11a. ARC Return 2024-25**

All returns were approved at the F&GP sub committee meeting on 28<sup>th</sup> May and had been tabled for Management Committee.

**11b. Five Year Finance Plan 2025**

As above

**11c. Loan Portfolio Return 2025**

As above

**12. POLICY ISSUES**

**12a. Staff Training & Development Policy**

The policy will be brought to the next meeting.

**12b. Estate Management Policy**

E Mathershaw advised that following recommendation from the internal auditor reference to the gas service was now included in the policy.

***Management committee members approved the update to the policy.***

**12c. Rent Harmonisation Implementation Plan**

E Mathershaw advised that the action plan has been updated. This was noted by members.

**13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS**

**13a. Grangemouth Housing Masterplan**

M Torrance advised that she is discussion with Falkirk Council about a potential joint development. This is at a very early stage.

**13b. Clackmannanshire Wellbeing Economy Anchor Partnership**

M Torrance advised that she attended a meeting last week and will share information with members.

## **14. TRAINING / INFORMATION**

### **14a. Training Plans / Appraisals**

Dates will be arranged for committee appraisals to be carried out. Some arranged for Fri 13<sup>th</sup> June 2025.

### **14b. Conference & Training Schedule**

To note

Good feedback was received from those members who attended the EVH annual conference. Useful sessions around age equality.

## **15. ANY OTHER BUSINESS**

None

### **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 9<sup>th</sup> July. Time TBC.

<b>Signed: Chairperson</b>	
<b>Date:</b>	