

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Special Management Committee meeting  
Abbotsinch, Grangemouth  
15 September 2021, 6.00pm

Present: J Anderson  
E Campbell  
M Hesketh  
E McNie  
K Menzies  
R Murray (on-line)  
M Richards  
S Robertson  
F Wallace  
S Young

Staff: P Milne  
E Mathershaw  
W Baxter  
M Thompson  
M Binnie

Restricted agenda in accordance with Rule 56.2

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

F Speirs  
M Torrance (staff)

**2. ATTENDANCE REGISTER**

Noted – no issues

**3. MINUTES OF PREVIOUS MEETING 18 AUGUST 2021**

There were no amendments to the minutes.

Proposed: K Menzies  
Seconded: S Young

***Minutes Approved.***

**3a Matters Arising**

None

## **4 BUSINESS ITEMS**

### **4a AGM Brief and Election Arrangements**

The arrangements remain the same as discussed and agreed at the previous meeting.

### **4b SHR Audited Financial Statement (AFS) Return 2020/21**

The return was provided to members in advance of the meeting.

The return is due to be submitted to the SHR by the 30<sup>th</sup> September.

There were no questions.

***Committee members approve the AFS return to the SHR.***

### **4c TPT Financial Assessment Questionnaire**

The questionnaire was provided to members in advance of the meeting.

It was noted the Association is classed as low risk.

The return is due to be submitted to the Pension Trust by the 24<sup>th</sup> September.

***Committee members approve the questionnaire for submission to the Pension Trust.***

### **4d OSCR Return**

The return was provided to members in advance of the meeting.

The return is due to be submitted to OSCR by the 31<sup>st</sup> December 2021.

***Committee members approve the OSCR return.***

### **4e FCA Return**

The return was provided to members in advance of the meeting.

The return has to be signed by the Secretary.

***Committee members approve the FCA return.***

**4f Bank Signatories**

M Thompson advised that committee approval is required to remove P Milne as a bank signatory following her leaving the Association and to add herself as a signatory.

***Committee members approve this change of signatory.***

F Wallace will sign the form.

**5 DATE OF NEXT MEETING**

The next meeting is due to be held on 20<sup>th</sup> October 2021.  
Members will be contacted to check availability and the time will be confirmed.

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

DRAFT