

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Special Management Committee meeting  
Beancross Farm, Polmont  
20<sup>th</sup> September 2023, 6.15pm

Present: J Anderson  
E Campbell  
E McNie  
R Murray  
M Richards  
F Wallace  
B Lee  
C Munro  
A Anderson

Observer: S Gilbert

Staff: M Torrance  
W Baxter  
M Thompson

Restricted agenda in accordance with Rule 56.2

In the absence for Flora Wallace the meeting was chaired by J Anderson, Vice Chair. Susan Gilbert was welcomed to the meeting.

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

F Wallace  
F Speirs  
K Menzies

Potential new member S Gilbert was welcomed as observer.

**2. ATTENDANCE REGISTER**

Noted – no issues

**3. MINUTES OF PREVIOUS MEETING 16<sup>th</sup> AUGUST 2023**

There were no amendments to the minutes.

Proposed: L McNie  
Seconded: A Anderson

***Minutes Approved.***

**3a Matters Arising**

None

**4 BUSINESS ITEMS**

**4a AGM Brief and Election Arrangements**

M Torrance, Director took members through the AGM brief and all noted arrangements for elections. B Lees will present awards on behalf of committee.

**4b SHR Audited Financial Statement (AFS) Return 2022/23**

The return was provided to members in advance of the meeting. M Thompson took members through the return and explained financial ratios. The return is based on Annual Accounts as approved at August meeting and requires to be submitted to SHR.

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

**4c TPT Financial Assessment Questionnaire - SHAPS Scheme**

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

Noted meeting liabilities and there was discussion on forward treasury management strategy.

***Committee members approved the return for submission to the Pension Trust.***

**4d OSCR Return**

The return had been issued to members.

Noted the return is due to be submitted to OSCR by the 31<sup>st</sup> December 2023.

***Committee members approved the OSCR return.***

**4e FCA Return**

The return was provided to members in advance of the meeting. There was discussion on timing of information where members had resigned external memberships but information included in the return due to the timing of this.

***Committee members approved the FCA return.***

**4f Lenders Compliance Certificates**

No requirement for members to approve but F&I Manager had provided for information and compliance noted.

**4g Tender Report – Roofing Menstrie**

Tender report had been circulated to members. W Baxter, P&R Manager took members through the report. QS has prepared the report. The recommendation was to appoint Bluestage on the basis of best value. Noted that project within budget levels.

***Committee members approved the tender acceptance.***

**5 DATE OF NEXT MEETING**

The next meeting is due to be held on 18<sup>th</sup> October 2023.

Members will be contacted to check availability and the time will be confirmed.

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