

PARAGON HOUSING ASSOCIATION LIMITED
Minutes of Special Management Committee meeting
Grange Manor Hotel, Grangemouth
25th September 2024, 6.15pm

Present: A Anderson
 J Anderson
 K Menzies
 S Gilbert
 E McNie
 L McNally
 M Richards
 B Lees
 J O’Meara
 D McLean

Staff: M Torrance
 M Thompson

Restricted agenda in accordance with Rule 56.2

GOVERNANCE / MINUTES ETC

1. APOLOGIES

E Campbell

Potential new member D Boyack submitted apologies as he had hoped to attend as observer.

2. ATTENDANCE REGISTER

Noted – no issues

3. MINUTES OF PREVIOUS MEETING 28^h AUGUST 2024

There were no amendments to the minutes.

Proposed: June Anderson

Seconded: Susan Gilbert

Minutes Approved.

3a Matters Arising

None

4 BUSINESS ITEMS

4a AGM Brief and Election Arrangements

Margaret Torrance, Director took members through the AGM brief. Noted arrangements for elections.

4b SHR Audited Financial Statement (AFS) Return 2023/24

The return was provided to members in advance of the meeting. M Thompson explained that 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. M Torrance confirmed she will approve on line on 26/09/24.

4c FCA Return

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

Committee members approved the FCA return.

4d OSCR Return

The return had been issued to members in advance of the meeting.

Noted the return is due to be submitted to OSCR by the 31st December 2024. It was noted that there is a “light touch” re OSCR as main regulator for HA’s is SHR.

Committee members approved the OSCR return.

4e Registers Report

The Registers Report was noted.

4f Internal Audit Plan

M Torrance advised that she had not received the final plan in time for submission to the August Management Committee meeting but that there had been full discussion by Audit Committee and IA Manager at their last meeting. The Audit Committee were content with the plan and were asking for sign off for Management Committee.

Margaret explained the proposed audits and there was discussion around purposes and scope of these. The proposed audits cover

- Gas safety – done annually
- ARC Indicator ASB – Kath commented that she may be able to share some experience on this as she is involved in similar audit
- Cash & Bank/Treasury Management – good time to look at this as preparing refinancing proposals
- IT – Network Security – good time to review as new support provider should be embedded and good time to review their performance
- Follow Up Report – will track progress against agreed recommendations from previous audits

Members approved the plan.

Committee Membership Application – Co-option

An application had been received from David Boyack. David has attended a meeting as an observer, taken part in stock tour / induction session and briefing session with the Director and F&I Manager. He has strong financial skills and is keen to contribute to the work of the Association. Noted Association membership will be applied for but can co-opt non member.

Members approved the co-option of David Boyack.

5 DATE OF NEXT MEETING

The next meeting is due to be held on 23rd October 2024.

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

Signed: Chairperson	
Date:	