

# PARAGON HOUSING ASSOCIATION LIMITED

Minutes of Management Committee meeting

Hybrid Meeting

27<sup>th</sup> March 2024

Budget Meeting

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

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

## GOVERNANCE / MINUTES ETC

### 1. APOLOGIES

J Anderson (SLA)  
M Hesketh (SLA)  
K Menzies  
C Munro

The Chair had approved a special leave of absence for M Hesketh. Committee members homologated.

### 2. GOVERNANCE ITEMS

#### **Membership Applications**

In accordance with the Association's Rules there were 3 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.***

*Total number of members – 123*

#### **Payments, Benefits & Entitlements**

To note housing application registered for staff member's relative (details noted on PBE report).

**2a. Minutes of Previous Meeting – 7<sup>th</sup> February 2024**

Agenda item 5b – the last paragraph had information about drainage which was noted under the wrong development.

For clarification it was noted that establishment refers to the agreed staff structure.

There were no amendments to the minutes.

Proposed: M Richards

Seconded: S Gilbert

***Minutes Approved.***

**2b. Matters Arising**

All covered in agenda.

**3. BUSINESS ITEMS**

**3a. Budget Paper 2024/25**

M Thompson took members through a presentation on the budget.

Three options for the programme expenditure have been prepared depending on the outcome of the covenant relaxation. These options were discussed.

The Capital Budget has been set to include damp, mould and condensation detectors and there will be a presentation from Aico at the strategy days on these detectors.

There was discussion on capitalising and depreciation of components and the covenant calculation was explained.

We have employed the services of Allia to review our treasury management strategy.

The risks the Association is facing in terms of the budget and meeting covenants were discussed.

Noted priority of H&S works which include legionella and electrical works. Maintaining the painterwork cycle is also a priority.

***Committee members approve budget option 1 with the understanding we will revisit once heard from bank on covenant relaxation.***

Committee members noted the hard work that has been put into preparing the budget report and that the budget report was informative and easy to read.

**3b. Bad Debts Write Off Paper**

E Mathershaw took members through the bad debts write off paper.

Former tenant credits write offs were not included last year as we make every effort to try and contact former tenants to repay the credit to them. If former tenants do come back to us we have proof that we have tried to make contact. Following and internal report there is a procedure in place and followed to deal with credit balances.

***Committee members approve the sums for write off as noted in the paper.***

**3c. Tender Reports – JRW / Gas**

**Gas Servicing & Maintenance Tender Report**

W Baxter took members through the tender report.

The current contract was extended by 1 year last year taking the contract end date to 31<sup>st</sup> March 2024.

The current arrangements with the existing contract continue to operate satisfactory.

The contractor has been flexible and supportive with reactive and emergency responses.

There have been no gas servicing failures attributable to the contractor. There was one gas servicing failure due to an access issue with a dog at the property.

Post quality assurance checks are carried out on a minimum 10% sampling of services.

Tenant feedback has been very positive.

The contract has been procured through one of Scotland Excel Frameworks.

***Committee members approved City Technical Services (UK) offer for acceptance.***

## **Jobbing Repair Works (JRW) Tender Report**

W Baxter took members through the tender report.

The current contract was extended by one year to March 2024.

The current arrangements with the existing contractor are operating satisfactorily with improvements through partnership working continuing to be made.

There are 9 key performance indicators that the contractor is expected to meet. There are incentives around voids.

Appendix A shows a breakdown of the rates submitted by the contractor.

The rates are set for 1 year and will be reviewed annually in line with BCIS indices.

There is a 10% uplift on materials.

***Committee members approved Everwarm's offer for acceptance.***

### **3d. Development –**

**Commissioner Street Development** – comment on legals awaited from solicitor.

**Westquarter Development** – the site has now been cleared with CCTV installed and fencing erected. We will be looking to hold a community event after easter.

### **3e. EVH Employers Salaries Ballot**

F Wallace advised that EVH are recommending a one year deal of a 6% increase.

***Committee members agree and authorise for M Torrance to return the ballot form.***

## **4. ANY OTHER BUSINESS**

The employee pension scheme consultation will be carried out when F&I Manager has completed current projects.

ARC and FYFP - the F&GP sub committee will approve the return as per the schedule of authorities. The date for this meeting will be confirmed. The HM&I sub committee will meet in May to look specifically at the indicators.

Stock condition survey has been completed. Full report aaited.

The Association has purchased the rear road at the back of the office. We will look to make improvements to the area. We are in communication with the owner of the building next door in relation to the shared fire door.

**5. DATE OF NEXT MEETING**

The Strategy Reviews days will be held on 16<sup>th</sup> & 17<sup>th</sup> April.

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