

**PARAGON HOUSING ASSOCIATION LIMITED**  
Minutes of Management Committee Budget Meeting  
Online Video Conference Meeting  
24 March 2021

Present: J Anderson  
E Campbell  
E McNie  
R Murray  
M Richards  
F Wallace  
S Young

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

Guest: Seamus Corry (part of meeting)

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

M Hesketh (SLA)  
K Menzies  
S Robertson (SLA)  
F Speirs

Standing Orders Suspended

**3a. Stress Project Report**

M Torrance introduced Seamus Corry who is carrying out a wellbeing project with staff. Seamus has been invited to the meeting to give feedback on the project and to provide committee with information to allow them to decide if they would be interested in taking part.

Seamus introduced himself and provided a summary of his report following individual consultations with staff.

M Torrance highlighted some key points from the report and will present the report to the H&S sub committee.

Seamus will continue to work with staff for the full year.

A working group of staff members will take forward some of the issues raised by staff.

Don't know if I missed anything when I had to leave the meeting – how was it left? Are committee member going to let someone know if they want to take part or not?

*Note – Seamus Corry left the meeting.*

## 2. GOVERNANCE ITEMS

M Torrance advised that M Hesketh has requested a leave of absence due to health reasons. **Committee members approved.**

M Torrance explained that due to various reasons we may have an issue being quorate for the audit sub committee meeting due to be held on Tuesday and asked if anyone would like to join the sub committee.

**R Murray volunteered to join the audit committee and committee members agreed.**

### **Membership Cancellation**

In accordance with the Association's Rules there was 1 membership considered for cancellation (details noted on membership paper). The member had no forwarding address. **Membership cancellation noted/approved.**

### **Membership Application**

There was one membership application considered for approval (details noted on the membership paper).

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

*Total number of members – 140*

## 2a. Minutes of Previous Meeting 10 February 2021

There were no amendments to the minutes.

Proposed: R Murray

Seconded: S Young

**Minutes Approved**

## **2b. Matters Arising**

JRW Contract – The post for the Repairs Quality Standards Officer previously discussed is now advertised with the closing date 9<sup>th</sup> April.

Rule Review – M Torrance has discussed this with the F&GP sub committee and has also spoken to the solicitor. The Solicitor noted that the provision within the Corporate Governance and Insolvency Act which allows you to hold your AGM and SGM remotely terminates the end of this month. We await to see if there is any further change to this from the Scottish Government or we may need to look at holding SGM for the rule review at our AGM.

The EVH salary ballot was accepted.

Kick Start – Falkirk Council have a scheme where we can get 100% costs covered to take on the posts we intended to take on and this was discussed with the F&GP sub committee who agreed to progress. M Torrance and E Mathershaw have interviewed and we should be in a position to take on 2 or 3 posts with one on the basis of a modern apprenticeship. This will be discussed further with the Employment & Training Unit.

The H&S sub committee meeting is being held on Tuesday.

## **3. BUSINESS ITEMS**

### **3b. Budget Paper 2021/22**

P Milne presented a presentation on the 2021/22 budget.

The budget sets out a plan of income and expenditure for 2021/22.

Income is based on the rent increase decision taken in January 2021.

The budget is based on 'normal' business year. This financial year we are down on a lot of budgets due to the impact of covid.

The following have been considered as part for the budget and were discussed.

- Management costs
- Repairs and annual maintenance costs
- Planned maintenance and improvement costs
- Finance costs
- The impact on loan covenants
- Future developments

## **Income**

The main source of income is rent income and we need to look at the impact of the 0% increase in the business plan going forward.

There was discussion on voids/bad debts and various factors that have an impact on this.

## **Management Costs**

Costs have reduced this year due to the impact of covid.

## **Repairs and Maintenance**

Included uplifts for reactive and gas contracts. The budget is based on the Reactive Repairs contracts and the spend which is representative of a normal year's activity prior to the covid pandemic.

## **Planned Maintenance**

The budget allows us to maintain the SHQS, EESSH and our statutory requirements for H&S.

The budget includes option 1 of the planned maintenance programme that was included in the rent paper for 2021/22.

Option is mainly the work committed to for 2019/20 and 2020/21 however we were unable to do this work due to the covid pandemic.

## **Capital Budget**

Includes acquisition of 2 MTR and 5 BBOOMS.

Includes computer equipment, office fixtures and new telephone system.

All of these will be capitalised in the annual accounts.

## **Loan Covenants**

The purpose and importance of the loan covenants were discussed and it was noted the 2021/22 budget is covenant compliance.

## **Risks**

The budget prepared is on a normal working environment and will have to be revisited frequently as the year progresses and the full impact on service delivery to tenants due to covid is known.

The 30 year business plan will also require updating for expenditure requirements.

W Baxter advised that he has started working on an information paper on EESSH 2 to give committee members background info. The target date for EESSH 2 is 2032.

Possible development opportunities continue to be progressed.

***Committee members approve the budget for 2021/22.***

### 3c. **Bad Debts Write Off Paper**

E Mathershaw provided commentary to the write off paper.

It was noted the paper focuses on arrears and a separate paper will be presented at a future meeting if there are any credit balance write offs.

The write off total is £73,077.01 and a breakdown of where the amount comes from is included in the paper.

Before any write off the finance team will double check the accounts.

It was noted as always that any debts written off will be pursued if the person comes back into contact with the Association.

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

### 4 **ANY OTHER BUSINESS & DATE OF NEXT MEETING**

E Mathershaw advised that a tenant scrutiny member has done a blog on their recent experience attending a TIS Our Blended Future virtual event about utilising digital inclusion. The blog will be on our facebook page and website. The member has agreed to write a monthly blog on tenant participation we can use. TIS promoted the blog on their twitter feed.

The next management committee meeting is due to be held on Wednesday 9<sup>th</sup> June 2021 at 1.30pm.

It was noted the ARC will go to the F&GP sub committee for approval and if there is any urgent business the sub committee can look at.

M Torrance has a draft programme for the IMP review days and will email to committee members.

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