



**MINUTES OF FORTH HOUSING ASSOCIATION  
 MANAGEMENT COMMITTEE MEETING HELD ON  
 30<sup>th</sup> AUGUST 2021 at 7pm VIA  
 VIDEO CONFERENCING**

	<b>Present</b>
	Gordon Mason (Chair), Linda Mason, Ann Dickson, Robert Buchanan, Colleen Sharp, James Bryce, Priscilla Maramba, and Cllr J Thomson
	<b>In Attendance</b>
	Jacqueline Norwood, Elisha Kimani (Part), Angela Laley (Part), Kelly Cadden (Part), Margaret Glencross (Part) and [REDACTED – PERSONAL DATA] (French Duncan) (Part)
<b>ITEM</b>	<b>AGENDA</b>
<b>1</b>	<b>Apologies</b>
	John Paterson and Lynore Macleod
<b>2</b>	<b>Declaration of Interest</b>
2.1	There were no declarations of interests
<b>3</b>	<b>Previous Minutes</b>
3	Management Committee minutes from 26 <sup>th</sup> July 2021 were <b>proposed</b> by James Bryce and <b>seconded</b> by Linda Mason
<b>4</b>	<b>Matters Arising</b>
	There were no matters arising.
<b>5</b>	<b>Finance</b>
5.1	<p>The report was presented by [REDACTED – PERSONAL DATA] of French Duncan Accountants. He explained the main items contained in Annual Audited Accounts and confirmed that a clean audit was given and that the Association remains as a going concern with a healthy surplus. He also explained the cash flow statement.</p> <p>There was a good discussion with members asking several questions on the accounts including:</p>

	<p>The Pension liability provision and the impact on someone buying themselves out of the scheme.</p> <p>[REDACTED – PERSONAL DATA] responded to the questions but emphasised that he was not a pensions expert.</p> <p>Following the discussion, the committee resolved to:</p> <p><b>Approve</b>, the Annual Finance Statements  <b>Approve</b> the Management Letter  <b>Approve</b> a report of the Auditor to the Management Committee including Letter of representation</p> <p>Committee were asked if the accounts could be signed tomorrow before they are presented to AGM on the 1<sup>st</sup> September. It was agreed that Office Bearers would sign.</p> <p>The Committee then had a short, closed session with the Auditor.</p>
5.2	<p>Elisha Kimani presented the Management Accounts for 2021 He pointed out that there was an error on page 1 and that the second paragraph should read budget of £705,244 giving a favourable variance of £57,379.</p> <p>Colleen Sharp enquired about the service cost and was advised that this included items such as garden maintenance and other services.</p> <p>Gordon Mason asked about the interest receivable and whether he thought this would keep going – Elisha advised that this depended on interest rates.</p> <p>Linda and Colleen both commented on item 4 loans and Elisha pointed out that the loan facility is there but to date has not been drawn down.</p> <p>Gordon Mason asked if operating costs were lower due to covid restrictions. This was a factor and Jacqueline Norwood advised that there would be the 6 monthly revision of the budget at the end of September, which would then be presented to committee.</p> <p>The committee resolved to:  <b>Approve</b> the Management Accounts for Quarter 1.</p>
5.3	<p>Elisha Kimani presented the report.</p> <p>Elisha with FMD our finance agent has had discussion with Bank of Scotland with a view to obtaining rates fixed in advance, but</p>

	<p>this cannot be done. Elisha highlighted that the loan with Scottish Building Society due to be paid off in 2041 should be paid off in 2036 and that Bank of Scotland loan should be paid off in 2027.</p> <p>Gordon Mason asked if loans become variable is there a time limit – Elisha advised that the bank have stated that if we wanted to change to fixed you can do so at any time.</p> <p>It was agreed that Elisha and FMD would monitor rates and ratios.</p> <p>There followed a discussion on SONIA and Libor. Elisha explained that there are two types of SONIA, Compound SONIA and Account Sonia.</p> <p>Ann Dickson enquired about the loan covenant interest cover of 110% which was explained by Elisha.</p> <p>The Committee resolved to:</p> <p><b>Approve</b> The Annual Treasury Management Report</p> <p>Elisha Kimani left the meeting</p>
<b>6</b>	<b>Housing Management</b>
6.1	<p>Angela Laley presented the <b>Tenant Participation</b> report and advised committee that she would go through the report section by section.</p> <p>There committee raised some questions, and they were:</p> <p>Gordon Mason enquired if Tenants Group meet by zoom. Angela advised that they hoped to resume in person meetings.</p> <p>Ann Dickson asked if we knew if there were any other areas that would be interested in becoming a RTO (registered tenant organisation). Angela advised on the work we do to engage with tenants’ groups and previous experiences in FHA’s areas.</p> <p>Gordon stated that in addition to RTO we have the tenants view forum/E Group.</p> <p>Jacqueline stated that a new tenant engagement strategy would be presented to the board over the next few months</p> <p>Gordon Mason asked about the learning outcomes and if they are shared amongst staff. Jacqueline advised that they would be, and they would for part of the customer excellence programme to be discussed later.</p>

	<p>The committee resolved to: <b>Note</b> the report</p> <p>Angela Laley left the meeting at this point. .</p>
<b>6.2</b>	<p><b>My Forth</b> report was presented by Kelly Cadden and explained some benefits that hadn't been anticipated including the clearing of small balances.</p> <p>Linda Mason advised that she was all for the new service but how were we dealing with tenants that didn't want to use the service. Kelly assured everyone that this is an additional service.</p> <p>The committee resolved to: <b>Note</b> the progress made and the report</p> <p>Kelly Cadden left the meeting</p>
<b>7</b>	<b>Policy Reviews</b>
7.1	<p><b>Remote Access Policy</b> Committee considered the policy and resolved to:</p> <p><b>Approve</b> Policy</p>
7.2	<p><b>Procurement Policy</b> Committee considered the policy and resolved to:</p> <p><b>Approve</b> Policy</p>
7.3	<p><b>EICR Policy</b> Jacqueline explained this was one of the recommendations from the Health &amp; Safety report. The committee resolved to: <b>Approve</b> Policy</p>
<b>8</b>	<p><b>Interim Directors Report</b> Jacqueline Norwood presented the report and apologised for the missing pages in August relating to the holidays over the festive period.</p> <p>The committee resolved to: <b>Note</b> the report</p>
<b>9</b>	<b>Correspondence</b>
	There was none.
<b>10</b>	<b>Training &amp; Events</b>
	Training only available via online courses.
<b>11</b>	<b>Membership Applications</b>
	As this is the meeting before the AGM no applications are considered.
<b>12</b>	<b>Health &amp; Safety</b>
	Nothing to Report.
<b>14</b>	<b>AOB – Before confidential business</b>
	Linda Mason thanked Forth for the flowers she had received on her 60 <sup>th</sup> birthday.

	Margaret Glencross left the meeting
<b>13</b>	<b>Confidential Items – See separate Confidential Minute</b>
	The committee set aside standing orders at 9.00 pm and 9.15pm
<b>14</b>	<b>AOB – After confidential business</b>
	[REDACTED – COMMERCIAL INFORMATION]  The meeting finished at 9.25pm
	<b>Date of Next Meeting Tuesday 28<sup>th</sup> September 2021</b>