

**MINUTE OF THE BLENDED (ONLINE & IN OFFICE) MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY, 14 SEPTEMBER 2021 AT 7PM**

**PRESENT**

Mrs L Williams (Chair)  
Mrs R Tinney\*  
Mrs M Anderson\*  
Mr N Halls\*  
Mr A Scott  
Mrs C McGuire  
Ms A Jenkins  
Mr A Young  
Mrs J Donachy\*  
Mrs M Smith\*

**IN ATTENDANCE**

Mr A Benson (Director)  
Mrs L Sichi (Depute Director)  
Miss C Anderson (CS Manager)\*  
Mr G Kerr (Finance Manager) – Item 1a  
Mr J McBride (Auditor – Azets)\* - Item 1a

*\*Online attendance via Microsoft Teams*

**1a. PRESENTATION OF ANNUAL ACCOUNTS 31.03.21**

The Chair welcomed and introduced Mr James McBride from Azets, MHA's Auditors. The Auditor presented the Annual Accounts for MHA, MPS and MCE for the year ending 31.03.21 and advised that the Group Financial Statements are compliant with the relevant legislation. The Auditor provided the following commentary:

**i) MILNBANK COMMUNITY ENTERPRISES 31.03.21**

The MCE Director's Report and Financial Statements were summarised by the Auditor as follows:

This was a clean and unqualified audit however, MCE was impacted significantly by Covid-19 which was demonstrated in the financial accounts. The turnover decreased by £29K, no functions were held during the year resulting in a reduction in sales of £11K and Millie's Café income has reduced by £14K. Consequently, overall, the loss for the year before tax is £2K, in comparison to a profit of £6K in the previous year.

Mr McBride went on to advise that there was nothing further he required to bring to their attention with regards to the MCE Accounts or Letter of Representation, and stated that a letter confirming MHA's financial support to MCE has been provided once more this year, as a result of the ongoing impact of the Covid-19 Pandemic.

Lastly, the Annual Statutory Accounts and Letter of Representation for MCE was proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and unanimously approved by the Committee.

**ii) MILNBANK PROPERTY SERVICES 31.03.21**

The MPS Director's Report and Financial Statements were summarised by the Auditor as follows:

This was a clean and unqualified audit with no issues identified. The turnover increased by £48K as a result of a £28K increase in Management Fee charges and £20K worth of rechargeable repairs income. A profit in the region of £18K was made within the year which

will be gift aided to MHA. Mr McBride confirmed that MPS has not been impacted with Covid-19 as much as MCE and stated that there was nothing further he required to bring to the MCs' attention with regards to the MPS Accounts or Letter of Representation.

Lastly, the Annual Statutory Accounts and Letter of Representation for MPS was proposed for approval by Mr A Scott, seconded by Mrs L Williams and unanimously approved by the Committee.

**iii) MILNBANK HOUSING ASSOCIATION**

Mr McBride provided a summary of the Audit conclusion report, confirming that there are no issues in relation to significant audit and accounting matters, highlighted the Review of financial performance and verified MHA's Accounting systems and internal controls.

Mr McBride presented the Group Accounts highlighting relevant points for discussion. This included: Group Statement of Comprehensive Income, Changes in Capital and Reserves, Group Statement of Financial Position and Cash Flows. The presentation also covered the Auditor's responsibilities and Basis of opinion.

Mr McBride referred to MHA's Company Vehicles and recommended that a full review on the use of the Company Vehicles is undertaken prior to the year end. The reason being is if an employee uses the Company Vehicle for personal use e.g. travelling to and from work, this is deemed by HMRC as a taxable benefit (benefit in kind) and the employee would be required to pay in the region of £3K for this benefit. The Directorate noted this and confirmed the matter is in hand.

Mr McBride concluded his presentation of the Annual Accounts by asking the MC (a) if they were satisfied with the information presented and (b) if there was any events since the year end that should be highlighted. The Management Committee unanimously confirmed 'yes' to point (a) and 'no' to point (b).

As there were no further questions or points of clarification, the Chair asked for MC approval of the Annual Accounts 31.03.21. These were proposed for approval by Mr A Scott, seconded by Mr A Young and unanimously agreed by the MC.

Finally, on behalf of the MC the Chair thanked Mr McBride for his detailed presentation and his attendance at the meeting.

*Mr J McBride and Mr G Kerr left the meeting at this point.*

**1b. APOLOGIES FOR ABSENCE**

Mrs M Hutchison.

**1c. DECLARATIONS OF INTEREST**

There was none.

**1d. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA**

There was none.

**2. ADOPTION OF MINUTES – 10 AUGUST 2021**

The above minutes were proposed for approval by Mrs R Tinney, seconded by Mr A Scott and unanimously agreed by the MC.

**2a. MATTERS ARISING FROM MEETING – 10 AUGUST 2021**

Following on from last month's meeting, it was clarified that one of the undernoted MC Members is required to stand down and seek re-election at the 2021 AGM:

*Mr J O'Donnell, Mr N Halls, Mr J McGuirk, Mrs M Hutchison, Mrs M Smith, Mrs M Anderson or Ms G O'Hara.*

In view of this, all names were placed into a hat and Ms G O'Hara name was drawn therefore, she will stand down and seek re-election at the forthcoming AGM. Ms G O'Hara will be informed of this.

**3. ADOPTION OF MINUTES SPECIAL MEETING – 24 AUGUST 2021**

The above minutes were proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously agreed by the MC.

**3a. MATTERS ARISING FROM SPECIAL MEETING – 24 AUGUST 2021**

The draft Model Rules, agreed at the abovementioned meeting, have been circulated to MHA's Members along with a copy of the AGM papers.

**4. ADOPTION OF MINUTES SPECIAL MEETING – 7 SEPTEMBER 2021**

Mr A Scott requested his apologies to be recorded for the above meeting as he was unable to attend due to IT issues within MHA. The minute will be updated accordingly. With this amendment, the minute was proposed for approval by Mrs R Tinney, seconded by Mrs M Smith and unanimously agreed by the MC.

The Director advised that the Evening Times recently contacted him for details of our involvement with the site at the former Haghill Primary School. It was confirmed that he merely disclosed the action the MC agreed to take at the above meeting; Authorisation for the Director to enter into discussions with GCC for a Nominated Disposal of the site to MHA.

**4a. MATTERS ARISING FROM MEETING – 7 SEPTEMBER 2021**

There was none.

**5. USE OF SEAL**

The above report was proposed for approval by Mr A Young, seconded by Mrs L Williams and unanimously agreed by the Management Committee.

## **6. GOVERNANCE ISSUES**

- a) Note of MC/MT Business Plan Away Day 07.08.21 – This note was proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the MC.
- b) Note of Governance Sub-Committee 26.08.21 – Private & Confidential Minute.
- c) Note of Briefing Session SA Service 31.08.21 – MHA's Business Relations Manager will be meeting HSCP on 20.09.21, to discuss the future of Walpole Housing Project and pose the questions the MC asked regarding the new trauma informed service. The MC be updated accordingly. Following discussion, the above note was proposed for approval by Mr N Halls, seconded by Mrs R Tinney and unanimously approved by the MC.
- d) Review of Membership Policy – Following a discussion of the previously circulated report, the revised Membership Policy was proposed for approval by Mr A Scott, seconded by Mr A Young and unanimously approved by the MC.
- e) Coronavirus Plan Update
- f) Meeting Schedule 2021
- g) KPI's 2021/22
- h) SHR Landlord Report 2020/21
- i) Scottish Housing Network Benchmarking 2020/21
- j) SHARE AGM
- k) SHR Compliance Report
- l) GDPR, FOI, NE, Complaints & Compliments

*The abovementioned items 5e – 5l, were duly noted by the MC.*

## **7. A.O.C.B**

- 1) Asset Manager Position – Following the recent recruitment process, Paul Cowan, who currently works as Maintenance Manager at New Gorbals HA, has been appointed as the new Asset Manager and will commence employment with MHA on 18.10.21.
- 2) Long Service Presentations – On behalf of the MC and staff, the following long service presentations were made to:
  - Mr A Scott, 25 Years' Service on MHA's MC
  - Mr J O'Donnell, 40 Years' Service on MHA's MC

Both Members were thanked for their outstanding contributions, dedication and commitment they have shown to MHA's Community over the years.

## **8. DATE OF NEXT MEETING:**

Tuesday, 12 October 2021 at 7.00pm.