

Tollcross Housing Association Limited
Minute of the Management Committee Meeting
held on Monday 27th February 2023



Present: Drew McPhail (Chair for the meeting), Esther Skimins, Geraldine Connolly, Theresa Findlay, Sharon May, John McMorrow, Bill Dougan, Gail Jackson, Agnes Phillips and Steve Fleming

In Attendance:

Clive Douglas, Chief Executive

Joe Wilson, Technical Director

Eileen Watters (Observer)

Marie Campbell, Corporate Services Officer (Minutes)

Anne Wilson, Corporate Services Director

Fiona Mills, Housing Director

Item 1 Apologies and Declaration of Interest:

1.1. **Apologies:** Chris Elliot, Andrea Bell and Ellen Garscadden

1.2. **Leave of Absence:** Ian Smith

1.3. **Welcome** – Committee welcomed Eileen Watters, Observer and potential committee member to the meeting.

1.4. **Disclosure of Interest:** Gail Jackson and Theresa Findlay declared their interest as volunteers and members of the Board of Tollcross Community Trust. (See Item 9.1)

Item 2 **Minutes of Previous Meetings:**

2.1 Minutes of the Management Committee Meeting held on 30th January 2023:

i. Matters Arising and Correction to Minute:

- **Minute 1.4** – With deep sadness, it was noted that Brian McNally passed away with Committee and Staff recently attending his funeral.
- **Minute 3 – Rent Increase** – Following a recent intervention regarding the interpretation of the Housing Act and the method of delivering rent increase notifications, for the current year in order to ensure compliance, the Association has arranged for staff to hand deliver the letters.
- **Minute 16 – Scottish Housing Regulator** – It was noted that, following the retirement of Kirsty Anderson, the Association will now be appointed a new Regulation Manager.

ii. Approval of Minutes – The Minute was approved by general consent.

iii. Decisions taken between Meetings – None.

2.2 **Minutes of Sub Committee Meetings:**

2.2.1 **Audit & Business Sub Committee Meeting held on 7th November 2022** – Noted.

2.2.2 **Operations Sub Committee Meeting held on 17th October 2022** – Noted.

- Item 3** **Rent Arrears Update** - Committee noted that arrears at end January 2023 reduced by £5k to £201k with the overall number of cases down. Staff continue to monitor and work with tenants to support and assist wherever possible, utilising the recent grant money received via the Advice Centre for food and energy costs. It was noted, however, that there is concern regarding the end of the government support towards energy costs and the impact on tenant finances.
- Item 4** **Former Tenant Write Offs** – In noting that all policy and procedures had been followed, Committee approved the write off in the accounts of £56,030.63, noting that this figure may change slightly as debts are paid. It was noted, however, that whilst written off in accounting terms, should former tenants seek to return to the Association for housing, the debt will be pursued.
- 4.1 It was noted that the write off procedure is being reviewed and it was agreed that future reports will include more detail of the reasons for writing off cases.
- Item 5** **Membership Report** - Committee noted no new or cancelled memberships during the period. The total membership at 28th February 2023 is 98. The seal was last used on 3rd October 2022 for a Share Certificate.
- Item 6** **Committee Workplan/Financial Returns and Submission Calendar 2023/24** – Committee noted the content of the report and approved the workplan, returns and dates for 2023/24.
- Item 7** **Equalities & Human Rights Policy and Action Plan** – Committee noted and approved the policy, action plan and impact assessment, noting that the action plan will be reviewed on a quarterly basis. Thanks were conveyed to staff for all the hard work undertaken to progress these documents.
- Item 8** **Development Update** – The report was noted and in particular:
- 8.1 **Altyre Street** – It was noted that, permits have now been issued to the Association by the Coal Authority and, subject to the road closure permits being issued by Glasgow City Council, investigation works will commence on site from 6th March 2023. Accordingly, on-site works will trigger transfer of the responsibility for the shaft to the Association for a 12 year period with our insurers being kept informed throughout the process. Grant funds will be drawn down before the end of March 2023.
- 8.2 **Easterhill Street** – In noting that there are various issues to overcome with procurement, land ownership and funding, it was agreed that, given the complexities, the risk to the Association was too high to consider making any contribution to fee payments at this stage. It was agreed that the legal view on procurement from BTO should be adhered to and that land ownership could not be used as grounds to award construction contracts. The site advert route would be investigated.
- Liaison is ongoing with all parties concerned.

- 8.3 **Ogilvie Street** – It was noted that liaison is ongoing with the door manufacturers and contractor regarding the water ingress to the close doors.

Item 9 AOCB

- 9.1 **Tollcross & Shettleston Money Advice Project** – Committee noted that the Scottish Government has advised that funding for the project will cease beyond 31st March 2023. Lengthy discussion ensued and noting the success of the project and the partnership with Shettleston Housing Association, it was agreed to use the fund of £25k already in the budget to support the project, with £25k from Shettleston Housing Association, to allow further funding options to be explored over the next 6 months. It was agreed that a detailed paper will be brought back to a future meeting.
- 9.2 Committee discussed and invited Eileen Watters to fill the casual vacancy and join the Management Committee. Thereafter, Eileen duly accepted the invitation.

Item Date and Time of Next Meeting: Monday 27th March 2023 @ 6pm