

MINUTES OF THE MEETING OF THE COMMITTEE OF MANAGEMENT OF WHITEINCH AND SCOTSTOUN HOUSING ASSOCIATION LTD HELD AT 7.00PM ON WEDNESDAY 7th JUNE 2023 at WSHA OFFICES

Present: L Stevenson (Chairperson)
C Ennemoser
J Carmichael
D Keaveney
L Mimmagh
L McConnell

In Attendance: J Ward Chief Executive
A Reid Director of Finance & ICT
J Gordon Director of Property Services
P Latham Director of Corporate Services
S Shone Director of Housing & Community Services
N Adams Corporate Services Officer (Minute Taker)

1. **APOLOGIES**

Apologies were received in advance from R Hunter, J Haughey and M Burke.

2. **CHAIRPERSON'S REMARKS/COMMITTEE – STAFF NEWS**

None to note.

3. **DECLARATIONS OF INTEREST**

None to note.

4. **MINUTES OF THE PREVIOUS MEETINGS**

MINUTES OF THE PREVIOUS WSHA COMMITTEE MEETING HELD ON 3RD MAY 2023

The minutes of the meeting on 3rd May 2023 were **APPROVED** by J Carmichael and seconded by C Ennemoser.

MINUTES OF THE PREVIOUS WSES COMMITTEE MEETING HELD ON 17TH MAY 2023

The minutes of the meeting on 3rd May 2023 were noted.

MINUTES OF THE PREVIOUS WSPM COMMITTEE MEETING HELD ON 17TH MAY 2023

The minutes of the meeting on 3rd May 2023 were noted.

MINUTES OF THE PREVIOUS WSHA AUDIT AND RISK COMMITTEE MEETING HELD ON 30TH MAY 2023

The minutes of the meeting on 3rd May 2023 were noted.

5. **MATTERS ARISING**

WSHA COMMITTEE MEETING HELD ON 3RD MAY 2023

Tenant Health and Safety Compliance Q4 2023: An update was provided to inform the Committee that the 1 outstanding heat detector has now been installed with no forced access needed.

██████████ An update was provided with regards to the accrual made in the accounts. Legal advice has been sought from TC Young who have confirmed there is nothing to substantiate the retrospective payments being sought. Notice will be made to ██████████ in writing to confirm no payment will be made with regards to the retrospective application of increased rates. The notice will seek to confirm ██████████ will meet with WSHA within 14 days. It was noted WSHA are open to discussion with ██████████ in relation to updating rates going forward based on market conditions. It was noted that if ██████████ stop work they will be in breach of contract and WSHA will seek to pursue legal action.

6. CHIEF EXECUTIVE REPORT

An amendment to the rental figures contained within the submitted ARC was highlighted; noting the increase from 89% to 102% in rent collected. This was due to an error in the initial reporting of figures to the Committee. Retrospective approval for the submitted ARC figures was sought. It was noted the ARC was submitted on time.

Committee NOTED and APPROVED the amended ARC figures submitted.

The funeral arrangements following the sad passing of ██████████ were circulated to the Committee (Friday 9th June) and approval was sought to the office closure and phones to be diverted to the out of hours service to allow staff to attend the funeral and pay their respects.

Committee APPROVED the office closure and phones to be diverted on Friday 9th June 2023.

An update on Management Committee recruitment was provided; welcoming two new members ██████████. It was noted that a third application for membership has been submitted from ██████████ who is ██████████.

It was noted there is a good balance of skills on the Committee with new members coming on board. Recruitment for an additional 4 new Committee Members is due to take place, with a balance of tenant members and others with specific skill sets. It was confirmed ██████████ will be continuing on the Management Committee for another year. This will allow a smooth transition and on-boarding process for new Committee members.

It was highlighted that there has been progress with dissolving the Whiteinch Community Association; a meeting of its members is due to take place on 9th June 2023 and a Special General Meeting at the end of the month to approve dissolution. The dissolution form will then be submitted to OSCR. It was noted that the timescale for dissolution is 42 days from submission of the form.

Updates were provided on new community partnership agreements. The partnership with St Paul's Primary School will see WSHA provide funding to run a back to school uniform programme and will support with the forest schools programme. There will be a contribution of £500 to both the Whiteinch Community Council and Victoria Park Partnership to cover the cost of their meetings (for 3 years). It was confirmed that supporting these local stakeholders will have mutual benefit to all organisations and the community. An article will be published on Scottish Housing News in the coming weeks promoting the partnerships.

It was noted that the AGM is to be held on 28th June 2023 and papers will be issued shortly.

The CEO highlighted the stock condition survey tender process has been brought forward

from early 2024 to allow WSHA to ensure robust information is available for the 30 year plan. Tender returns are due to be received by 9th June. Committee APPROVED granting delegated authority to the CEO and Director of Property Services to progress the tender process and award the contract in June. It was noted that a full evaluation report will be brought to Committee in August 2023. Committee noted there had been approximately 5 expressions of interest at 7th June 2023.

Committee **APPROVED** granting delegated authority to proceed with awarding the contract for the Stock Condition Survey; **proposed by C Ennemoser & seconded by D Keaveney.**

■■■■■ joined the meeting at 19.15.

7. **MEMBERSHIP APPLICATIONS FOR WSHA – VERBAL**

Committee **APPROVED** the membership application from ■■■■■; **proposed by D Keaveney & seconded by C Ennemoser.**

8. **TENANCY METTERS FOR APPROVAL**

Committee were notified that a decree for eviction for Case No: 455 was obtained 2-3 weeks ago; leaving 6 months to enforce the eviction. It was noted that no headway is being made with the tenant and it is not in the tenants interest for the tenancy to continue. The Director of Housing and Community Services sought approval from the Committee to move forward with Sheriff Officers and implement the decree if it is deemed the right course of action following a meeting with the tenant.

Committee **APPROVED** the implementation of the decree for eviction in respect of Case No: 455; **proposed by L Stevenson & seconded by C Ennemoser.**

Following the request at the previous meeting for decree for eviction, an update was provided notifying Committee that the tenant has agreed to finding the money and has subsequently paid. WSHA are working with the tenant to retain the tenancy and the case is no longer subject to the decree.

9. **WSHA SHARE REGISTER UPDATE**

Committee **NOTED** the shares issued since the AGM and **APPROVED** the Cancellation of 12 shares in accordance with Rule 11.1.3; **proposed by J Carmichael & seconded by L Mimnagh.**

10. **WSHA FINANCIAL STATEMENT AT 31ST MARCH 2023**

The Committee were, notified of the recommendation from the Audit Sub Committee, following the meeting on 30th May 2023, to APPROVE the audited financial statements.

Headlines include: £6.9million in turnover generated with operating costs of £7million resulting in a deficit of £59k. With interest received and payable there is a deficit of £122k, however within this there is an accrual of £310k to account for the ■■■■■ issue. If this accrual were to be removed, there would be a surplus. As noted previously, it is legal opinion that this money will not be paid out, however the accrual will remain in the accounts until the outcome with ■■■■■ is known. The auditors will be supplied with a copy of the letter to ■■■■■ for the audit file. The £235k loss shown is an actuarial loss, not a cash loss. This is due to the report on the pension fund with the accounting movement showing the true liability of the pension scheme. It was confirmed this is an accounting entry rather than an operating cost. Overall WSHA are reporting a £346k deficit.

The movement shown in 'creditors due within one year' shows an increase in tenants prepaid rent balances and the increase in accruals largely relates to the ■■■■■ accrual. There are total reserves of £31.3million; largely made up of the asset base (properties at £29million). Cash in hand at the bank is in excess of £6m.

It was noted all outstanding audit queries have been finalised and closed. However, the auditors are still awaiting reports from TPT and PWC.

Committee **APPROVED** the WSHA Ltd Draft Audited Financial Statements as at 31st March 2023; **proposed by J Carmichael & seconded by C Ennemoser.**

It was confirmed the WSHA accounts will go to the AGM for final approval from shareholders.

RSM Audit Findings Report – Year Ended 31 March 2023

It was highlighted that the audit findings report shows no unadjusted disclosures and no adjusted disclosures for WSHA and WSPM; going concern is not an issue. The report notes there should be a review and removal of the Government Grants accounting policy for WSES as it is no longer relevant.

Committee **APPROVED** the RSM Audit Findings Report; **proposed by L Mimmagh & seconded by L Stevenson.**

The Director of Finance & ICT confirmed the letters of representation are changing and there will be a new backing document. It was **AGREED** that Committee are happy to approve the letters of representation via email, once available.

The Committee thanked the Director of Finance & ICT, the Audit Sub-Committee, RSM Audit Team & all Staff involved in the Audit for their hard work.

Committee NOTED the WSPM Draft Audited Financial Statements as at 31st March 2023.

Committee NOTED the WSES Draft Audited Financial Statements as at 31st March 2023.

11. ANNUAL RETURN ON THE CHARTER 2022-23

Committee NOTED the report.

12. ANNUAL STOCK RETURN 2022-23

Committee NOTED the report.

13. GOVERNANCE

No governance items were raised at the meeting.

14. ANY OTHER BUSINESS

It was confirmed the AGM will commence at 19.00 on 28th June 2023 in the Whiteinch Centre and there will be a brief meeting following the AGM to appoint the Office Bearers.

Apologies were noted in advance of the AGM from by D Keaveney, and for the Committee meeting on 30th August from C Ennemoser.

15. DATE AND TIME OF NEXT MEETING

WSHA AGM: **28th June 2023**

WSHA Committee Meeting: **30th August 2023**

WSHA Committee Meeting: **27th September 2023**

WSHA Committee Meeting: **25th October 2023**

WSHA Committee Meeting: **29th November 2023**

WSHA Committee Meeting: **31st January 2024**

WSHA Committee Meeting: **28th February 2024**

WSHA Committee Meeting: **27th March 2024**

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