

**CASSILTOUN HOUSING ASSOCIATION**

**MINUTE OF MEETING OF BOARD OF MANAGEMENT  
HELD ON WEDNESDAY 18<sup>TH</sup> DECEMBER 2019 AT 12 NOON  
IN CASTLEMILK STABLES, 59 MACHRIE ROAD**

**Present:** George Kelly Anne M Stuart MBE  
Evelyn Ferguson Teresa McGowan  
Julie McNeil

**In Attendance:** Clair Malpas Chief Executive Officer  
Gamal Haddou Director of Finance/IT  
Fiona McGowan Director of Operations  
Karen Graham Corporate Services Assistant (Minutes)

**1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES**

George Kelly, Chairperson welcomed everyone to the meeting.

Apologies were received from Debbie Mackenzie, Richard Sullivan, Kim McKee, Chris O'Brien, Barbara Dusik and William Craig.

The Board were reminded that they were to speak through the Chair.

Fire drill planned for today just after 12noon.

**1b. QUORUM**

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members. Today's meeting is therefore quorate.

**2. CONFLICT OF INTEREST (PERMANENT REGISTER)**

None

**3. MINUTE OF MEETING HELD ON 27<sup>TH</sup> NOVEMBER 2019**

The minutes were noted and approved on the motion of Anna Stuart MBE and seconded by Julie McNeil.

#### 4. MATTERS ARISING FROM MEETING HELD ON 27<sup>TH</sup> NOVEMBER 2019

- Agenda Item 6A – Chairs Report – Chief Executive Officer advised that no date has been set as yet for the Princes Trust Volunteer’s story to appear on TV. She will notify the Board members by email as it is expected this may be on TV during the Christmas break.
- Agenda Item 9A – Management Accounts October 2019 – Director of Finance advised that in relation to the post meeting note with Richard Sullivan the valuation is not currently known and will be included in the process in May.
- Agenda Item 10 – Cassiltoun Environmental Services Update – Chief Executive Officer advised that OSCR have issued another set of questions in relation to the green space that they will be responding too.
- Agenda Item 11 – Chief Executive’s Bi-Monthly Report – Development Update – Barlia 3 – Chief Executive Officer read out an update from Laura Edwards, Development Consultant as follows:-

*“Energetics connection: (now called ‘Last Mile’). Wayleave between CHA and Last Mile was signed by CEO. TC Young are liaising with the Council and Harper McLeod (Last Mile’s Solicitors) regarding the paperwork required to ensure appropriate legal arrangements between Council and Last Mile to get us a connection of power at Site A. Crudens have arranged for the connection to be made at all three sites on 18 November. However, our lawyers have advised us that there are some additional complications/delays. The main reason is that a lease was originally proposed between Council and Last Mile. However, Council have now decided they would prefer a way leave or deed of servitude rather than a lease. Board to be kept up to date. All addresses and postcodes have been confirmed. Operations to upload onto SDM”.*

- Agenda Item 11 – Chief Executive’s Bi-Monthly Report – Social Enterprise Centre – Chief Executive Officer advised that she received verbal approval from the National Lottery Community Fund re a contribution towards the design team funding. Cassiltoun will have to contribute roughly £2k towards this. The application had been moved to stage 2. It is hoped a decision re the Capital Grant Funding will be provided in January 2020.
- Agenda Item 11 – Chief Executive’s Bi-Monthly Report – Notifiable Event – Purchase of land at Machrie and Barlia – Chief Executive Officer advised that all monies had been transferred to TC Young and they are to settle with Glasgow City Council on Thursday.
- Agenda Item 14 – Winter Shutdown – Julie McNeil enquired if we still have the land rover as a form of transport for the bad weather. Chief Executive Officer advised that we do still have the land rover and it is used in bad weather when the office is open.

**5. ACTION LIST FROM MEETING HELD ON 23<sup>RD</sup> OCTOBER 2019**

3. Reactive Maintenance Contractor - City Building have been notified and the contract will be signed in January.
4. Tenant Satisfaction Workshop will be arranged for Q4
12. Cash for Kids - Amend to 1 year.

All other actions have been completed.

**6. CHAIRS REPORT**

The Chair reported.

**Wednesday 4<sup>th</sup> December**

Attended the Nursery Nativity Play and Singalong which was held in the New Castlemilk Parish Church.

All the children done exceptionally well and the staff, under a lot of pressure did a great job in organising and looking after them.

**Thursday 12<sup>th</sup> December**

Attended the Assurance Workshop which covered the SHR Regulatory Standards 3 and 4.

The workshop was jointly run by Gamal and Paula and all who attended had a good long discussion on these two standards and how we assure ourselves that they are being met.

George commented "Before we move on in the agenda. I want to take this opportunity to thank all of you for your attendance and input to our board meetings over the past year and for all your efforts in overseeing the business of Cassiltoun. I would also like to thank Clair and all the staff for keeping Cassiltoun at the forefront of the Social Housing sector in Scotland and achieving or still working towards achieving the objectives set at the beginning of the year. I would like to thank Hazel and all the nursery staff in what they do and what they also have achieved this year making the Cassiltoun Stables Nursery a place where parents know that their children will receive the highest level of love and care available and be given the best start to life that they can receive.

As we move into the New Year the Cassiltoun Group will grow and prosper with the new developments coming off site. Castlemilk Drive beginning a new chapter and SE4 taking root and meeting all their planned milestones.

I am so proud of The Cassiltoun Group of the amazing outcomes we have achieved and will go on achieving not only for our tenants but for all those connected to the Cassiltoun Group. If there is any purpose to this life of mine Cassiltoun apart from family has been and will continue to be that purpose. So, I hope you all have a merry Christmas and a very special and happy new year.

**The Board of Management noted the contents of the Chairperson's report.**

## 7. **MANAGEMENT ACCOUNTS – NOVEMBER 2019**

Director of Finance & IT presented the draft Management Accounts for November 2019 and commented that these would now have £7k more running costs and £24k more reactive repairs expenditure.

Bank balance still forecast to finish the year at £1.9m.

Pensions valuation the same as at the start of the year and will be updated around May 2020 when we receive information from both schemes.

The Barlia development programme forecasts may need to be updated.

George Kelly enquired about components removed if these were kitchens and bathrooms and Director of Finance confirmed it was.

The cashflows show an increase in spend for February and March in connection with overtime for moving people into the new builds. CAF loan facility now showing from May 2020. Anna Stuart MBE asked whether the budget would take into account the new stock condition survey. Director of Finance advised no because the budget will be prepared well in advance of the new stock condition survey to happen in 2020.

George Kelly asked if what the cost implication would be for the Barlia 3 delay. Chief Executive Officer referred to lower rental income but more significant is the unknown penalty clause regarding a delay and also Castlemilk Drive being pushed back.

Teresa McGowan asked whether costs are factored in regarding existing properties becoming empty to which it was noted there is a £90k budget purely for this. Hence if properties do not become empty we should have a significant saving to the budget this financial year and rolled over into the next.

***After discussion, the Board of Management unanimously approved the Management Accounts for November 2019.***

## 8. **RENT CONSULTATION LEAFLET**

Director of Operations presented the finalised Rent Consultation Leaflet that she had today received from the designer. She advised that these would be delivered to the office on 7<sup>th</sup> January and it was planned that these would be posted out with the quarterly statements. Lorna Shaw is also going to send tenants a link to complete an online survey and is hopeful of getting around 150 responses either by telephone or online.

## 9. **FOOD PANTRY – MONITORING AGREEMENT**

Chief Executive Officer presented the Food Pantry Monitoring Agreement via Powerpoint presentation. She advised of the following:-

Pantry Conditions:

- Agreed to provide grant funding to Ardenglen
- £5k per annum
- 3 years (2020 – 2023)

- Funds are restricted to Pantry operations
- Must be spent during the financial year
- Payment to be invoiced April each year
- CHA logo to be used on marketing material/publicity for the Pantry

Quarterly Return:-

- Hours pantry open
- No. of volunteers/volunteer hours
- Source of volunteer (postcode/landlord etc)
- No. of members
- No. of member visits
- Source of member
- Income and expenditure (accounts/annually)

**After discussion the Board of Management unanimously approved the conditions however they wished the following condition added:**

- **Only for residents of G45.**

**The Board also wished to add the following into the quarterly return:**

- **How much produce/food/items have been received**

#### **10. SUBSIDIARY GOVERNANCE DOCUMENTS**

**The Subsidiary Governance Documents were approved by the Board of Management on the motion of Anna Stuart MBE and seconded by Teresa McGowan. The Corporate Services Manager will arrange for these to be signed in January 2020.**

#### **11. ADVICE TEAM – SERVICES TO CRAIGDALE HA**

Director of Operations circulated the report. **After discussion the Board of Management unanimously approved to withdraw the Welfare Rights Service to Craigdale Housing Association and retain the services of both part-time Welfare Rights Officers for Cassiltoun**

**12. STAFF OVERTIME JAN – MAR 2020**

Chief Executive presented the above via a power point presentation.

**The Board of Management unanimously approved the following:**

- 13 members of staff (207 hours)
- Thursday evening & Saturday morning (Jan – Mar)
- Focus on new build allocations & arrears
- Cost £6200 (inc emp NI)
  - Had budgeted for approx. £6k
  - Staffing budget forecast £10k overspend

**13. CORRESPONDENCE**

**EVH Governing Body Leadership Evening Programme:** Corporate Services Assistant will email this out to the Board members and if they are interested they should let her or Corporate Services Manager know.

**SHARE Annual Conference – Peebles Hydro 13<sup>th</sup> to 15<sup>th</sup> March:** Corporate Services Assistant advised that four places have been booked however we have only received three names. Julie McNeil indicated she would like to attend as the fourth place.

**Card from Annemarie at Fairdeal:** Corporate Services Assistant read out a thank you card received from Annemarie at Faideal.

**14. APPLICATIONS FOR MEMBERSHIP**

None

**15. USE OF SEAL**

None

**16. ENTITLEMENTS, PAYMENTS & BENEFITS REGISTER**

Nothing to report.

**17. NOTIFIABLE EVENTS**

Nothing to report.

**18. SUBSIDIARY & SUB-COMMITTEE DECISIONS MADE BETWEEN 28<sup>TH</sup> NOVEMBER 2019 AND 18<sup>TH</sup> DECEMBER 2019**

- Cassiltoun Trust Business Planning Day and Board Meeting – 4<sup>th</sup> December 2019

Board approved to instruct Hawthorn Boyle to carry out an appraisal of the heating system and any potential additional spend to ascertain what is required to repair the underfloor heating system

Approved the undernoted revised governance documents

Articles of Association.  
Intragroup Agreement  
Service Sharing Agreement

- Cassiltoun Stables Nursery – 12<sup>th</sup> December 2019

ACF Funding – Project extended until 31<sup>st</sup> December 2019: Board approved to extend contracts until 31<sup>st</sup> December 2019

Bonus – as per February 2019 approval to pay £100 bonus to all staff who had 6 months or more service., the Board approved for CSM and Nursery Manager to come up with criteria for the payment of bonus next year

Transition Policy – approved  
Governance Documents – noted and approved

***The Board noted and approved the Sub Committee and Subsidiary decisions.***

## 19. **HEALTH & SAFETY**

**H&S Committee Meeting held on 18<sup>th</sup> November 2019:** No issues to report.

**HWL:** Gold Award Review to take place before the mid of January 2019. Currently progressing through action plan.

## 20. **AOCB**

- ***Item redacted - commercially sensitive.***
- H&S Training for Board, 22<sup>nd</sup> Jan 2020 at 6-8pm
- Notifiable Event and Whistleblowing Training for Board, 5<sup>th</sup> February 2020, 6-7.30pm
- Assurance Workshop (Standards 5,6,7) – 12<sup>th</sup> February 2020
- Cassiltoun Trust – Representative from Cassiltoun Housing Association – **Evelyn Ferguson volunteered to represent Cassiltoun Housing Association on the Cassiltoun Trust Board.**
- Official opening of new housing development (who should officiate?) – after discussion the Board of Management agreed that this should be James Dornan MSP or Stewart McDonald MP.
- ***Item redacted – sensitive.***
- ***Item redacted - sensitive.***
- Anna Stuart MBE advised she had read on Scottish Housing News that a Universal Credit pilot scheme had been rolled out. Chief Executive Officer advised that some Housing Associations were taking part in the pilot however she was not aware what ones.

21. **DATE AND TIME OF NEXT MEETING**

Wednesday 29<sup>th</sup> January 2020 at 6pm

There being no further business the meeting concluded at 1.15 pm

Signature:  
**Chair of Board of Management**

Date:

***Copies of all reports mentioned within these minutes and any sub-committee reports/  
minutes are available on request***