



Board Meeting – 28 March 2018

Agenda Item: 3

Subject: Minute of Board Meeting 31 January 2018

Prepared by: Alan Park

Minute of the Board meeting held on Wednesday 31 January 2018 at 5.30pm in Main Street, Ayr

Present:

Tenant Members

Frances Maguire
Georgina Dawson
Kenny George
Suzi Williamson

South Ayrshire Council

Ian Cavana

Community Members

Rhonda Leith (Chair)
Bobby Pyper
Mike Tomlinson
Gemma Collins
Simon Leslie

In attendance: Jim Whiston

David McGivern
Caroline Donald
Alan Park (Minutes)
Karen Anderson (Indigo House – observing)

1. Apologies

Apologies were received from Chris Cullen and Pauline Elliot.

2. Declarations of Interest

Rhonda asked that any member with an interest in any agenda item declares that fact at the appropriate time during the meeting.

3. Minute of the Board meeting held on Wednesday 29 November 2017

The Minute of the meeting held on 29 November 2017 was accepted as a true record as proposed by Frances Maguire and seconded by Bobby Pyper.

4. Matters Arising

Jim suggested that we hold a Corporate Plan strategy seminar in Spring to discuss how we may engage with other organisations.

Jim confirmed that we had appointed a Vice Chair in November and the option of appointing a second. Rhonda suggested that if anyone is interested to contact either herself or Jim to discuss the opportunity.¹

Frances confirmed that the gas supply was now in her street and wondered how tenants might be informed of what the next stage is. David confirmed that tenant consultation will take place prior to commencement of works.

Jim confirmed that a Health and Safety Committee has been called for 14th February when a presentation will be given by our Health and Safety advisor, Will Murray.

The Board accepted the report.

5. Performance Digest to 31 December 2017

Caroline gave a comprehensive review of our performance results for the nine months to 31 December 2017 and answered various questions from the Board regarding different performance measures.

The Board agreed that the new format was very helpful and complimented the staff for the new style and the performance reported therein.

6. Projects (Business Development)

Jim updated the Board on Kings Arms, Dailly which is now complete, within time and within budget. A successful PR event had been held in early January. Frances and Kenny mentioned how impressed they had been with the finished development.

Jim reported that the site at Gardenrose, Maybole will be valued at the behest of SAC for potential future development.

Peebles Street, Ayr now has planning consent and Jim hopes to have a full report for the February Board meeting. Alan has been working with funders regarding the finance requirements.

We have issued a letter of support for the developer of the site at East Road, Prestwick to assist his bid to develop this site.

Jim confirmed that the Hansel purchases had completed and a successful PR event had been held.

Jim confirmed that we are on track to acquire the properties adjacent to the office for future development of a tenant hub and associated office space.

The Board accepted the report.

¹ Any member with an interest to contact either Rhonda or Jim

6 (a) Corporate Plan Review

Jim explained that his review meeting is scheduled for 22 February and that this will explore where we are with Corporate Plan objectives.

Jim proposed that we arrange a strategy seminar for Spring working alongside Ian McKenzie of Animate Consulting to focus on where we want to be as an organisation in 2 or 3 years' time. The Board confirmed that they are happy with that approach and Jim confirmed that David will work with Ian to plan the day. Rhonda asked that possible dates are circulated as soon as possible to allow members to make arrangements.²

7. Housing Management activity

(a) Minute of Tenancy Matters Committee

The Board noted the Minute.

8. Property Maintenance Activity

There were no additional items to the Digest report.

9. Financial Matters

(a) Management Accounts for the 9 months ended 31 December 2018

Alan confirmed that the financial performance reported within the Digest is all within the Corporate Plan targets.

In terms of the management accounts Alan explained in detail the financial performance year to date and indicated various variances and gave explanations for each.

In terms of our cash flow Alan detailed where funds had been generated and where they had been spent and confirmed that our outturn position in terms of cash balances should be slightly higher than the reported position at year end.

Alan answered various questions regarding specific items within the report and invited any Board members to contact him for more detailed training on the meaning of financial statements generally.

The Board accepted the Management Accounts for the 9 months ended 31 December 2017.

10. Operational Matters

Jim confirmed that Jamie Spurway will make a presentation on Equalities and Diversity to the May Board meeting.

Jim reminded the Board of the new Data Protection briefing being held through Eydent.

² Jim to circulate possible dates for seminar as soon as possible.

Jim is to meet the regulator on Friday to discuss the changes to the Articles of the Company. The Board agreed to further amend the Articles to allow for electronic voting as well as postal. Jim will arrange an EGM once the Articles have been agreed with the regulator.

Staff Pensions Committee and the Audit Committee will meet in due course.

Jim explained that there are a couple of additional items to add to the Board timetable which he will address, for example annual reviews of procurement activity and the money advice service. The latter would address continuing work around the impact of Universal Credit.

The Board accepted the report.

11. Any other business

Georgina raised an issue concerning injury to a dog which she had been made aware of. Jim confirmed that a complaint had been received and the matter was being dealt with.

Rhonda referred to the recent sad news of the death of Paul Torrance. Rhonda confirmed that his funeral had been close family only and suggested a suitable message of condolence to be sent to his family in addition to the public appreciation issued by the association.

Ian proposed a vote of thanks to the Chair.

Document signed –

The Minutes of the meeting held on 29 November 2017

There was no other business and the meeting closed at 7.20pm

Signed

Dated
