

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 23RD JANUARY 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw
Arlene Martin
Jane McDonald
Kirsteen McLerie
Margaret McKenzie

In Attendance: James Strang (Interim Director)
Moyra McKenzie
Jillian Fearnside
Jacqueline Brown
Ikra Aziz

1. APOLOGIES

No apologies

2. DECLARATION OF INTEREST

No declaration of interest.

3. MINUTE OF PREVIOUS MEETING HELD 28TH NOVEMBER 2023

The minutes of the previous meeting were approved on a proposal by Arlene Martin, seconded by Jane McDonald.

4. MATTERS ARISING FROM MINUTE

No matters arising.

5. MINUTE OF SPECIAL MANAGEMENT COMMITTEE MEETING

The minutes of the previous meeting were approved on a proposal by Jane McDonald seconded by Elaine Shaw

6. MATTERS ARISING FROM MINUTE

No matters arising.

7. REGULATORY ENGAGEMENT UPDATE REPORT

Confidential minute

8. MANAGEMENT ACCOUNTS Q3

Moyra presented the Management Accounts to MC.

The annual budget for 23/24 projected a surplus for the 9 months of around £311k. Based on results to date, per the management accounts, the actual results indicate a surplus of £421k. There is therefore a positive variance to date of around £110k (Sept £94k).

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The variance comprises higher net rents (£6k), lower management costs (£6k), lower overall repair costs (£73k), lower bad debts (£9k), lower service charges (£10k) and higher interest income (£4K).

Changes to fixed assets relates mainly to spend on the windows/doors contract and kitchen spend carried forward from last year less depreciation in the period to date. Once ascertained the door replacement costs shall be transferred to the income/expenditure account.

The debtor and creditor balances are normal business transactions.

Cash balances at the period end total just over £2m. Loan balances are nil and the pension deficit at the period end totals £27k.
The total net assets of the Association are now £6.535m.

There are no material concerns regarding any of the indicators to date

MC noted the Management Accounts Q3.

9. CASH BALANCE AND PETTY CASH LIST – OCT, NOV & DEC 2023

The cheque and petty cash list for June 2023 was approved and signed by Elaine Shaw and Jane McDonald.

10. FINANCIAL BUDGET FOR YEAR 2024/25

James presented the Financial Budget for 2024/25 to MC.

MC met on the 12th of December and agreed to consult with the tenant base a recommended rent rise of 6.7% with an alternative 5% option.

The rent consultation exercise was conducted between 15th of December and the 15th January. Out of 297 households involved in the process only 3 responses were made, giving a response rate of 1%. Of the 3 responses 2 were in support of the recommended 6.7% and 1 favouring the 5% but accepting the need for the higher level.

The final proposed budget is based on a 6.7% across the board rent.

The draft information presented to members In December has been amended to reflect the following changes

- Trainee staff member £15k
- Added finance agent costs £5k
- Professional fees governance costs £20k
- Staff training addition E8k
- Committee training addition E8k
- Provision for wider action costs £10k

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The final annual budget projects a surplus for the year of £347k for the year. Housing property component replacement costs of £489k are assumed. Other fixed asset purchases are projected at nil.

The starting cash for 24/25 is projected at £2.1m and reduces by £23k by March 25. This remains a healthy position.

In terms of ratios, management costs per unit have increased by around 27% compared with the 23/24 budget due to increased staffing provision and allowance for increased overheads. Provision for reactive maintenance costs is 6% higher than the 23/24 budget and 11% above the 22/23 spend figure.

MC approved the Financial Budget and Rent setting for 2024/25.

11. HOUSING MANAGEMENT REPORT Q3

Jillian presented the Housing Management report Q3 to MC.

Rent

The gross rent arrears have increased to 3.71%, up from 2.99% at the end of quarter. It is unclear how the previous director calculated arrears figures. A full review of rent accounting procedures and reconciliation is required to be carried out in order that there is a clear process to follow going forward.

Court Action Casework

The first calling of an anti-social behaviour case at Glasgow Sheriff Court was on Wednesday 24th January. The tenant pled guilty to being concerned in the supply of a class A drug and producing a class B drug, both from the property. As such we will be seeking eviction when the case calls at court.

Common Allocation Policy

The consultation period for the review of the common allocation policy ran from 9th - 30th October, management committee approved the reviewed policy at the last meeting on 28th November and has been adopted by all DRUMCOG from 8th December.

Allocations

2 properties became void during Q3, The association has allocated 43% of lets this financial year to homeless referrals while our target agreed with GCC is 60%.

Waiting List

As of Tuesday 16th January there are currently 776 live applications on our list. 241 applicants are currently under annual review, covering a period of 4 months.

Estate Management

There have been several complaints received recently regarding the poor condition of the area, particularly in relation to bins and bulk rubbish. Both are the responsibility of tenants as neither refuse collection nor bulk uplift are services provided by the Association,

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MC noted the performance of Housing Management.

12. REPAIRS AND MAINTENANCE REPORT Q3

Jacqueline presented the Repairs and Maintenance report Q3 to MC.

There was a total of 332 order carried out during the period.

Performance on all repair categories is on target. 99.2% of repairs were completed in the first time category and there has been continued good performance in relation to the call out service.

MC noted the continued good performance of repairs and maintenance.

13. INTERIM MANAGEMENT ARRANGEMENTS

James asked MC to approve the extension of the interim management arrangements to the 4th of March to ensure the continuation of the smooth running of the organisation until the new director Daniel Wilson is in situ.

MC approved the extension of the interim director James Strang.

14. INTERIM DIRECTORS REPORT

James presented the Interim Directors Report.

New Director

The recruitment of the new Director was completed on the 8th December and it can be confirmed that Daneil Wilson will start with the Association on the 4th of March. A press release on the appointment will be done.

Technical Support

The need for the Association to acquire technical support in relation to repairs assessment and to deal with specific requests. The association will seek a more structured arrangement and will report on

FOI,EIR and DPO

A report on FOI, EIR and DPO was previously an agenda item but given it's nil return, it has been forwarded to the commission by our DPO Service.

Absence Report

The Staff Absence report Q3 has shown [REDACTED]

MC noted the Interim Directors report.

15. AOCB

James asked all board members if they would like to go to the EVH Annual Conference on 18th and 19th May.

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Elaine and Arlene advised they would be interested in going. EVH Brochures will be sent to MC to give more information on the conference.

[REDACTED]

[REDACTED]

[REDACTED]