

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 28th June 2022

AT 5.45PM

IN THE ASSOCIATION'S OFFICE

Present: Elaine Shaw
John Barclay
Jane McDonald
Arlene Martin
Jane Atkins (Zoom)

In Attendance: Paul Immelman
Moyra McKenzie
Jacqueline Brown
Jeremy Chittleburgh (Zoom)

1. APOLOGIES

Apologies were received from Kirsteen McLerie and Bobby Wards.

2. MINUTES OF PREVIOUS MEETING HELD 24th May 2022

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

3. MATTERS ARISING

No matters arising.

4. CORRESPONDENCE

- 4.1 Paul Immelman advised the Management Committee that he had a telephone conversation with Nicola McKeand from the Scottish Housing Regulator (SHR) who wanted to "touch base". She advised that John Docherty should have advised them sooner of his retirement. A follow up meeting between Paul and Nicola has been arranged for January 2023.

5. CHEQUE AND PETTY CASH LIST MAY 2022

The cheque and petty cash list for May 2022 was approved by Elaine Shaw and John Barclay.

6. FINANCIAL STATEMENTS FOR YEAR TO 31ST MARCH 2022

- Report on Annual Accounts
- Management Letter
- Representation Letter

Jeremy Chittleburgh from Chiene & Tait joined the meeting via Zoom and presented the financial statements for year ended 31st March 2022.

Jeremy confirmed that the financial statement of KCHA being accurate and devoid of error.

The annual budget for 21/22 projected a surplus for the 12 months of around £346k. Based on results to date, per the management accounts, the actual results indicate a surplus of £418k. Positive variance to date of around £62k.

Jeremy advised that there was no significant finds from the audit to draw to the Management Committee's attention.

Following discussion, the Management Committee approved the annual accounts for the year.

Management Letter and Representation letter was presented to Management Committee for approval. After discussion, the Management letter was signed by Elaine Shaw. Jane Atkins and Kirsteen McLerie will sign letter at later date.

7. SHARE APPLICATION

Paul Immelman advised that he had received a Share Application from Miss Louise Herity, 43 Lochgoin Avenue, 2/1. After discussion, Management Committee approved the application.

Paul advised that Miss Herity intimated that she is interested in becoming a Management Committee member. Paul to write to Miss Herity to advise accordingly.

8. HOUSING MANAGEMENT REPORT

8.1

ARREARS	MAY 2022	MAY 2021	% CHANGE
<u>Gross Rent Arrears</u>	4.83%	3.95%	(0.88%)
<u>CURRENT</u>	3.14%	3.88%	-(0.74%)
<u>Former Tenant</u>	0.30%	0.06%	0.24%
<u>Technical</u>	1.39%	0.00%	(1.39%)

8.2 ACCOUNT BANDING

	MAY 2022	VALUE £'s
Prepaid	67	(£ 5,837.69)
NIL	44	£ 0.00
< £ 499.99	153	£26,245.91
£ 500 - 999.99	21	£14,833.72
£ 1,000 - £ 1,999.99	15	£13,555.22
>£ 2,000	0	£0.00
Former Tenant	4	£3,653.94
Current Arrears Cases	185	£54,634.85
Total Arrears Cases	189	£58,288.79
% Tenants in Arrears	63.9%	
No. Tenants > = 13 Weeks	15	
% Tenants >= 13 Weeks	5.1%	

Paul Immelman reported of the 34 cases over £500.00 and/or court action cases: -
 1 Payment Decree,
 4 Sisted
 1 NPRP
 5 pre-NPRP -2 defaults
 23 cases on repayment arrangements – 7 Defaults

8.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.05.22	COMMENTS
A002	PAYMENT DECREE	Arrangement	1,391.79	Maintaining repayment arrangement
A048	SISTED	Default	1,082.14	Defaulted repayment
A006	SISTED	Default	1,195.13	Defaulted repayment
A017	SISTED	Arrangement	817.54	Maintaining repayment arrangement
A004	SISTED	Default	727.92	Defaulted repayment
				5

8.4 VOIDS & ALLOCATION: -

Paul further informed that there was 1 void and 1 allocation during the month of May 2022: -

- Void rent loss May 2022 - £170.54, Cumulative Rent Loss £227.93.
- Void re-lets – May 2022 – 1, Cumulative re-lets 2
- Housing List - 144 on list, 1 suspended, 0 closed.

There were 0 anti-social cases recorded during the month of May 2022.

After discussion, Management Committee approved the Housing Management Report, noting performance.

9. STAFF RESTRUCTURE

Paul advised the Management Committee that due to his promotion from Housing Manager to Director, the staff team are reduced to 4 including himself. To continue with the excellent customer service, the minimum number of staff required is 5.

Paul recommended that the Association appoint a Housing Assistant on a full-time permanent contract, EVH Grade 6 to offer assistance to the Housing Officer and Director. Implementation timescale, person specification and job description were noted by the Management Committee.

After detailed discussion, the Management Committee approved the recommendation to appoint Housing Assistant.

10. KITCHEN RENEWAL CONTRACT – CLEDDANS COURT PROGRESS REPORT

Paul advised that tenders were received for kitchen renewal contract at Cleddans Court.

City Building (Contracts) LLP	- £195,312.17	Tender awarded
CCG (Scotland) Ltd	- £309,632.80	
Lochlie Construction Ltd	- £363,929.00	

Prices exclude Vat and fees.

Paul advised that the budget figure for kitchen was £175k. He asked the Management Committee to decide on whether we should proceed or this financial year or postpone to a later period due to tender costs higher being in the region of 44.7% higher than provisionally budgeted for. He also advised that the lowest tender, City Building LLP, have intimated that they won't be able to start the contract until January 2023.

After a detailed discussion, the Management Committee unanimously agreed to go ahead with the kitchen contract which will be awarded to City Building LLP.

Paul advised that he speak to Duncan Campbell of Campbell Martin Associates and request he liaise with City Building LLP and attempt to have the date brought forward. An update will be given at the next Management Committee meeting.

11. HEALTH & SAFETY ACTION PLAN UPDATE

Paul advised the Management Committee that Quarter (1) on the Health and Safety Action Plan has not been carried out due to work constraints. Therefore, he has moved these to Quarter (2). An update will be given to the Management Committee after Quarter (2) has been completed.

12. INTERNAL AUDIT – DRAFT REPORT

Paul presented a draft report on Standards of Governance and Financial Management overview carried out by Quinn Internal Audit Services Ltd. He read through the document on a page-by-page basis.

The Report highlighted that although the Association were 'Compliant' in all areas, nevertheless there are 12 areas where further work would be required to be 'Fully Compliant'.

Paul has drafted letter to Quinn Internal Audit Services with responses to the 12 items noted for improvement, together with an action plan to complete.

13. **MAINTENANCE CONTRACTORS' PERFORMANCE REPORT 2021- 22**

Paul advised the Management Committee that the purpose of the report was to highlight the performance of all the maintenance contractors on the approved list for 2021 – 2022.

Paul spoke to the Report page by page, advising on each of the contractors' performance on:

- Number of repairs carried out
- Average time for emergency repairs
- Average time for non-emergency repairs
- Total repair costs for year
- Average repair cost

Paul advised that three contractors have been **removed** from list:

- William Paterson (Plumber) - Has given up work due to ill health.
- Topmark (Electrician) – Wanted to be removed from contractor's list.
- KW Building & Joiner – Prices too expensive.

Two contractors have been **added** to contractor's list:

- AW Property Maintenance Ltd (Roof repairs)
- ADG Plumbing

All contractors performed well and completed jobs within the respective timescales. The Management Committee approved the report and its contents.

14. **GOVERNANCE FRAMEWORK ACTION PLAN 2022/23**

Paul presented the plan for 2022/23 which outlined the planned and ad hoc reports. Action Plan was approved by the Management Committee.

15. **WINDOW & DOOR RENEWAL CONTRACT UPDATE**

Paul advised that the window and door contract may be affected by increasing costs being experienced across the industry and consequently the Management Committee should be forewarned that the costs for the once postponed Ladyloan Phase 1 doors and windows as well as the programmed replacement at Inchfad 4 could be substantially above the budgeted figures.

Paul further advised the Management Committee that Duncan Campbell will report back with actual/estimated figures, and this will be brought to the attention of the Management Committee.

16. A.O.C.B

16.1. Paul proposed dates for the AGM, either the 8th or 15th August 2022. Following discussion, the Management Committee agreed to hold AGM on 8th August 2022 @ 6pm in Kingsridge Cleddans Housing Association Board Room.

16.2 Welfare Benefits Adviser Service

Paul updated the Management Committee on the joint DRUMCOG application for additional funding from the Investing in Communities Fund from the Scottish Government and advised that the joint application was submitted on behalf of the DRUMCOG partners during May 2022 by Community Links Scotland (CLS). The outcome will not be known until approx. December 2022, with any award being over a 3-year period from April 2023.

/ 16.3 Pegasus Statue – 47-49 Lochgoin Avenue

Paul advised that the Association had recently appointed a contractor to inspect the statue and it's stability and structural integrity.

The contractor highlighted that the sculpture does not have sufficient fixings. The contractor had suggested that a Structural Engineer should be appointed to report on the structure and suggest whether further works are required to maintain the structural integrity of the statue. The structural engineer should also inspect the main galvanised steel structure that the horse is suspended from as it was reported that a number of the bolts were also rusty.

Paul to update the Management Committee at future Management Committee meeting.

17. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 26th July 2022** at **5.45pm** within the Association's offices and via Zoom ©