

## Yorkhill Housing Association Limited

### Minutes of the Virtual Management Committee meeting 12<sup>th</sup> August 2021

**Present:** M Green (Chair), R Winning, C Armstrong, M Harris, P Marsden  
N McPherson, B Docherty, Y Alexis

**Apologies:** H Fitzgerald, P Braat

**In Attendance:** M Menabney (Chief Executive), S Pattison (Compliance Manager)  
Linsey Caldwell (Governance Assistant) (Minutes)

1.	<p><b><u>Welcome and Apologies</u></b></p> <p>M Green welcomed everyone to the meeting and apologies were noted. He advised members H Fitzgerald had joined the meeting but was unable to participate and had to leave. Members expressed their good wishes for Mrs Fitzgerald's speedy recovery.</p>
2.	<p><b><u>Declarations of Interest</u></b></p> <p>None</p>
3.	<p><b><u>Presentation of 2020-21 Accounts and Audit Findings</u></b></p> <p>Presented by Jennifer Alexander, Azets Auditors.</p> <p>Jennifer confirmed that YHA is fully compliant with all laws and regulations and that she was happy to report a clean Audit.</p> <p>MM asked if YHA still received an abatement for corporation tax. It was confirmed that this was the case due to YHA having charitable status.</p> <p>A member asked for some clarification regarding the pension contributions and if, going forward, YHA should budget for an increase. Jennifer confirmed that this was unpredictable.</p> <p>A member queried the narrative on page 10 of the report relating to discussions with Management Committee members, this is an error and should read 'members of the management team'. Jennifer will amend this.</p> <p>MC approved the final accounts for presentation to the AGM in September. Jennifer confirmed that an electronic signature from the Secretary and Chairperson was sufficient.</p> <p>MC thanked Jennifer for her time and she left the meeting at 6.15pm.</p>

<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><b><u>Minutes of last meeting 28<sup>th</sup> June 2021</u></b></p> <p><u>Amendments</u> No amendments, however, one member advised that they hadn't received this evening's MC Meeting papers and another member hadn't received a copy of the previous minutes.</p> <p>MM apologised and will investigate this. She asked that, if this occurs again, to please advise her a few days in advance of the meeting so that we can rectify it.</p> <p><u>Approval</u> The minutes were unanimously accepted and approved for signing off by M Green.</p> <p><u>Matters Arising</u> The item relating to the Overnewton Centre appears later on the agenda. (item 7)</p>	
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>6</b></p> <p><b>7</b></p>	<p><b><u>Reports from Sub Committees</u></b></p> <p><u>Governance and Finance 5<sup>th</sup> August 2021</u> MM confirmed that G Watson would contact Office Bearers in relation to training on the Internet Banking system.</p> <p>No further questions.</p> <p><b><u>Virtual AGM Arrangements</u></b></p> <p>Report prepared by MM for information only.</p> <p>It was confirmed that this is a procedural document, no decisions required, and it details what is involved in convening the AGM. The same procedures apply as for the 2020 AGM as the 2021 will also be virtual.</p> <p><b><u>Overnewton Centre</u></b></p> <p>Report prepared by M Menabney.</p> <p>MM confirmed that the purpose of the report was to specifically address the queries received at the last MC meeting and not to generate further discussions. She also advised that the content of the report did not accurately reflect the time spent in preparing it.</p> <p>The Centre was used by 6 groups and individuals during 2019-20. There were named keyholders for users that required access out-with YHA's opening hours.</p>	<p>GW</p>

All users and keyholders were contacted by YHA on 17th March 2020 and advised the Centre would be closed until further notice. Keys were recalled and returned by all holders.

Since 20th March 2020, the Association has allowed Green Spaces to store their tools to facilitate the charity's continuation of their work without charge. No keys have been issued, a member of YHA staff has opened and closed the Centre as required.

No evidence was found to suggest that the Centre has been in use during the pandemic other than to store tools and gardening materials. The electricity charges appear to be in order and reflect a slight decrease from the previous year.

The Senior Staff team will review current procedures to rectify the lack of monitoring of the Centre and quarterly financial reports will be submitted to the Governance and Finance Sub-Committee in future for them to review the Centre's annual income and expenditure.

MM also suggested that the Centre could be checked by a staff member each morning following use by a group or individual to ensure all is in order.

Committee agreed that it was the correct decision not to charge Green Spaces for storing their tools as they are improving the local area.

## **8 Future Schedule of Committee Meetings**

Discussion was held on responses to Chair's consultation with governing body members.

MC agreed to continue with the current schedule of Committee Meetings. Members generally felt it was still too soon to return to face to face meetings particularly in the absence of a venue that could suitably accommodate the numbers involved.

MM confirmed that this view was in line with the advice from the Association's Occupational Health Advisors; Dr Zumma Roy had recently hosted a business resilience event and had advised RSLs to remain closed to the public for the time being and avoid in person committee meetings where possible.

Various suggestions for venues included Overnewton Court, the Overnewton Centre, the bowling green or a nearby hotel. It was agreed the Chairperson and Chief Executive should continue to investigate these as possibilities for future meetings.

It was also agreed that the sub-committee meetings would remain virtual at the moment but this could be changed in future by sub-committee members.

Members were happy to consider a mixture of virtual and face to face in the future.

## **9 Membership Applications/Cancellations**

Report prepared by A Brown, Governance Assistant.

No new applications.

Two cancellations due to moving away were noted:

Share 413	Mark Henry,	44 Gilbert Street Flat 1/1
Share 187	Georgina Allison,	46 Overnewton Street Flat 1/2

The current number of members, reflecting these cancellations is 113.

A recommendation on the Audit Findings Report was to include the active members' total in committee minutes when the membership report is noted.

## **10 Report from EVH**

MM confirmed that the Association has relied on EVH, SFHA and GWSF for information and guidance affecting RSL's during the pandemic. A further Business Resilience meeting is taking place on 26<sup>th</sup> August. MM, SP and PH will be attending.

## **11 Report from SFHA**

MM advised that consultation was ongoing in relation to SHR proposed changes to the tenant's charter. SMT will be discussing appropriate responses with GWSF.

## **12 Report from GWSF**

GWSF has been gathering information from various RSLs in terms of their plans for the post Covid period. The last update received in July confirmed that each RSL was to decide on their re-opening plans and staff structure individually following the pandemic.

MM confirmed the office would not re-open until MC agree to it.

**13 AOCB and Date of Next Meeting**

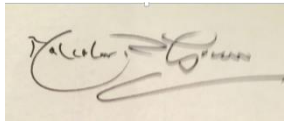
A member asked if any residents at Overnewton Court received remuneration for looking after the bin shed. MM confirmed that this was not the case. The member then asked if the resident could receive a written thank you for his efforts. MM agreed and would confirm the residents' details privately with the member.

MM

**Date of next meeting Thursday 14<sup>th</sup> October 2021 VIA Zoom.**

Meeting ended 7.05pm.

Signed as a Correct Record



Chairperson