

## Yorkhill Housing Association Limited

### Minutes of a Hybrid Management Committee meeting held on 8 June 2023 in the Association's office and via Zoom

**Present:** M Green (Chair)(in-person), M Ralph (in-person), Y Alexis (in person)  
C Armstrong (Zoom), B Docherty (in-person), J Wilson (Zoom)

**Apologies:** B Hanley, N McPherson , P Braat

**In Attendance:** S Pattison (Compliance Manager), Marion Menabney (C.E.) R Calvert (Property Services Manager), L Caldwell (Finance Assistant) (Mins)

1.	<p><b><u>Welcome, Apologies and Declarations of Interest</u></b></p> <p>M Green welcomed everyone to the meeting and apologies were noted.</p> <p>No declarations of interest to note.</p>
2.	<p><b><u>Minutes of last meeting 30<sup>th</sup> May 2023</u></b></p> <p><b><u>2.1 Amendments</u></b></p> <p>None</p> <p><b><u>2.2 Approval</u></b></p> <p>The minutes were unanimously accepted and approved.</p> <p><b><u>2.3 Matters Arising</u></b></p> <p>None</p> <p>R Calvert has a prior engagement and MC agreed to discuss item 8 first on the agenda.</p>
3.	<p><b><u>ECO Funded Insulation (Agenda item brought forward from item 8)</u></b></p> <p><b><u>Window Programme update</u></b></p> <p>R Calvert advised that the 'C' Listed window project has now got the go ahead and the bill of quantities will be prepared. A request for a full-size window sample for the 'B' listed properties was made by Planning, however, P Braat had emailed Planning and a photograph will be sufficient to satisfy requirements.</p>

46 ONS – a positive meeting was held in relation to window replacement. The comfort handle has proven popular and is easy to operate so should be beneficial to the residents. Manufacturing is starting this week and it is hoped to be onsite in August.

### **ECO funded insulation**

Report prepared by R Calvert, Property Services Manager

R Calvert has recommended that Management Committee note the content of this report and approve the installation of Internal Wall Insulation (IWI) systems at the 4 Acquisition flats (currently void), the current void in ODR and the properties currently not meeting EESSH1. As part of the scheme there is cash back which can go to tenants for decoration costs. On completion of works a report on the system will be presented to Services Sub to highlight other low scoring properties and update on the pilots.

R Calvert explained the wall insulation process. This will be carried out by Union Technical in conjunction with Lenley, the company who are commissioned to produce the Association's Energy Performance Certificates (EPC's).

A member asked if this method had been researched. R Calvert advised that it had been successful at Yoker and Clydebank Housing Association and is improving energy efficiency. The process isn't new, but the method is new and improved.

MM asked if owners could apply for funding. R Calvert said he'd speak to the Factoring Manger who can enquire.

A member suggested giving tenants the option to either take the money to decorate their own home following this process or to ask the association to carry out the works.

R Calvert advised that the monitoring of this process would be ongoing, and the true impact will show in the future when we see if energy bills are reduced, and if flats appear warmer/easier to heat.

MC Approved the report and R Calvert left the meeting at 6.25pm.

#### **4. Management Committee 2022-23 Appraisal**

Prepared by Eamonn Connelly, EVH.

Report for information, no questions from members.

Noted the regulatory requirement to demonstrate the governing body's continuing competence was met by the report.

**5. 2023 AGM and Committee Retiral Arrangements**

Prepared by M Menabney Chief Executive

Members noted and approved the content of the report.

6 members are due to retire as follows:

Elected

Colin Armstrong- confirmed he will stand for re-election

Malcolm Green - confirmed he will stand for re-election

Neil McPherson – to confirm

Currently Filling Casual Vacancies

Mic Ralph – confirmed he will stand for election

Philip Braat – to confirm

Michael Chang – to confirm

MM confirmed the retiring members do not require to be nominated if they confirm they wish to stand for re-election.

S Pattison will contact the other retiring members to confirm their positions.

SP

21 September was agreed for the 2023 AGM. This is suitable for the Auditors as confirmed by G Watson today. The Auditors will present the Annual Accounts for approval at the MC meeting on 10 August 2023.

MM will leave a checklist for S Pattison and T Mallaghan prior to her departure.

The venue for the AGM will be the Overnewton Centre. S Pattison advised that the Property Services Officer confirmed that the fire alarm installation in the building will be completed by then.

**6. Annual Complaints Report**

Prepared by Aileen Brown, Governance Assistant.

Report for information and summarises/details all complaints received by the Association.

MM praised A Brown for the quality of the report and the level of work taken to complete it.

## 7. Policy Ratifications

Agenda item 6.1 Mutual Exchange – MC Approved

Agenda item 6.2 Gas Safety and Maintenance – amendments noted and approved.

Agenda item 6.3 Anti-Social behaviour

***Agenda Item 6.3 Anti-Social Behaviour Policy. After clarification that (paragraph 1.2) a course of anti-social conduct, as detailed in the Scottish Secure Tenancy Agreement 2019, means at least two incidents of a similar nature, the Policy was approved.***

The quotation in paragraph 1.2 from the Tenancy Agreement needs to be read in conjunction with its preceding paragraph, as follows. (The bold type indicates mandatory wording).

3.1 You, those living with you, and your visitors, must not harass or act in an antisocial manner to, or pursue a course of antisocial conduct against, any person in the neighbourhood. Such people include residents, visitors, our employees, agents and contractors and those in your house.

3.2 **'Antisocial' means causing or likely to cause alarm, distress, nuisance or annoyance to any person or causing damage to anyone's property. Harassment of a person includes causing the person alarm or distress. Conduct includes speech. A course of conduct must involve conduct on at least two occasions.**

All approved by MC.

## 8. Defibrillator at 46 Overnewton Street

Prepared by S Pattison Compliance Manager

The Overnewton Court Residents Association (OCRA) approached the Association to advise that they were raising funds and applying for a grant from the Council's Area Budget to obtain a defibrillator for the complex. They had requested that the Association install the equipment once funds had been raised.

The residents have fundraised £227 of the £1,000 needed for the equipment.

S Pattison has met with a member of the OCRA. Since then he has been in dialogue with St Johns Scotland regarding training requirements and GCC in relation to grant funding.

As the Overnewton Centre Resident Association are not constituted they cannot directly apply for Area Budget Grant. The report asks Committee to approve the Association making the application.

There will also be maintenance costs for the appliance and some training will be required. St Johns intimated that they can offer training free of charge.

A member asked about installation costs. S Pattison advised that he would ask Property Services to approach the window contractor appointed for Overnewton Court to ask them to install this as a community benefit.

There are two different systems available, one is released after phoning 999 and the other is open for use without the need for a phone call.

A member suggested that any useful articles and success stories from other associations/local companies could be circulated.

MC approved the recommendation on the report, a funding application and to pay the balance of shortfall should funding granted not meet the cost.

#### **9. Fuel Support Fund**

Prepared by G Kennedy, Housing Services Manager

A new round of funding (£7.25m) has been launched with notes of interest to be submitted to SFHA by 25<sup>th</sup> May 2023.

The Housing Services Manager has submitted a note of interest in applying for Phase 1 of the funding. This could consist of £21,000 of funding to cover the costs of a part-time temporary member of staff on a 12month contract with the job title Energy Advisor or similar (EVH Grade 6).

MM thinks that the note of interest has already been approved/acknowledged.

#### **10. Membership Applications/Cancellations**

2 cancellations noted from:

[REDACTED]

Number 212 moved away.

Number 412 moved away.

Membership at 31/5/23 – 102

**11. Report from GWSF**

None

**12. Report from SFHA**

A member suggest that S Pattison circulate the 'Putting Safety First' document to all members.

**13. Report from EVH**

Eamonn Connolly – Chief Executive is due to retire. His post is currently advertised.

**14. AOCB and Date of Next Meeting**

**14.1 Confidential Item**

**14.2 New Chief Executive**

Tony Mallaghan attended the SMT on Monday and is looking forward to starting his new role at YHA.

MM conveyed her best wishes to Tony and expressed her hope that MC give Tony the space and support that he needs to settle into his role.

A member suggested publishing an article in Housing News to advise of Marion's departure and of Tony's appointment. S Pattison will contact and arrange.

On behalf of the MC, M Green confirmed that this would be Marion's last MC meeting and thanked her for her service to YHA & the community over the last 43 years and wished her well for a long & happy retirement.

MM thanked the committee for their good wishes.

There was no further business and the meeting closed at 7.10pm.

**Date of next meeting 6pm Thursday 10<sup>th</sup> August 2023.**  
(apologies given in advance from Y Alexis & M Ralph.)



