

Argyll Community Housing Association

Board of Management Meeting

Wednesday 26th June 2024, at 10.00am via Skype

Minute

Present:

Cathy Grant (Chair)
 Jim Milne (Vice Chair)
 Mark Irvine (Secretary)
 Ian McIntyre (Chair of Audit Committee)
 Cllr Jan Brown
 Mike Brown
 Dan Hughes
 Pat McVey
 Cllr William Sinclair

Not in attendance

Bruce Marshall
 Betty Rhodick

In Attendance:

Michelle Mundie, Chief Executive
 Allan MacDonald, Director of Finance & IT
 Colette Benham, Director of Human Resources & Corporate Services
 Fiona Campbell, Director of Asset & Sustainability
 Sandra McLeod, Director of Customer Engagement
 Lesley Lindsay, PA to Board of Management (minute)

		To be actioned by 14/08/24
1.	Apologies Esther Hughes	
2.	Minute of Previous Meeting – 23rd May 2024 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Dan Hughes Seconded by: Jim Milne	
3.	Matters Arising Page 2 – TOM Workshop Presentation – Chief Executive to amend document to refer to the ACHA Group. Action complete.	

	<p>Page 2 – Chief Executive to circulate a copy of the letter to the Minister regarding investment funding for the Gypsy Traveller Sites. Action complete.</p> <p>Page 3 – Director of Asset & Sustainability to amend the format of the Damp, Mould and Condensation update Report Action complete.</p> <p>Page 3 – consultation with private owners at Meadowbank Action complete.</p> <p>Page 3 – Gateway 1 8 units at Pier View, Tiree Ongoing.</p> <p>Page 4 – Assurance from The Pantry – Tarbert Soup Group to support the Community Action Fund application. Action complete.</p> <p>Page 4 – Chief Executive to include condition on disposal of land at Scott Terrace, Dalmally for safe access to the park. Action complete.</p> <p>Page 4 – Chief Executive to write to tenants advising of the disposal of land at Scott Terrace, Dalmally. Action ongoing.</p> <p>Page 5 – Chair to check with Secretary on whether he wishes appointed to the Transformation Board. Action complete.</p> <p>Page 6 – Submit Annual Return on the Charter to the Scottish Housing Regulator before 31st May 2024. Action complete.</p> <p>Page 7 – Director of Customer Experience to provide information on the demographics of homelessness. The Director of Customer Experience advised she would include the information within the void presentation to the August Board meeting.</p>	<p>Sandra McLeod</p>
4.	<p>Correspondence Community Cycling Ardrishaig Ltd The Board of Management NOTED the correspondence received from Community Cycling Ardrishaig Ltd.</p>	
5.	<p>Declarations of Interest None.</p>	
6.	<p>Chief Executive’s Presentation The Board of Management NOTED the presentation delivered by the Chief Executive.</p> <p>The Chief Executive advised she would arrange for the Switch On Ladder of Responsibility poster to be circulated to Board members.</p>	<p>Michelle Mundie</p>

	<p>Cllr Brown advised she would be willing to attend the Gypsy Traveller site visits along with MSP Jenni Minto. Cllr Brown advised she would contact the Leader of the Council requesting he respond to the correspondence issued by ACHA's Chief Executive regarding funding for Gypsy Traveller sites.</p> <p>The Vice Chair commented the update from the SFHA highlighted a number of areas where responses and actions were being awaited from the Scottish Government which was having an adverse impact on social housing, which was worrying. The Chief Executive advised the SFHA had raised concerns with the Scottish Government regarding their lack of communication. The Chief Executive further advised the SFHA had also raised concerns over, what they perceived to be, a lukewarm response to the housing emergency. The Board noted that no response had been forthcoming from the Scottish Government to date.</p> <p>Cllr Brown stated she would discuss with the Council Leader to ascertain whether any further lobbying of the Scottish Government by Argyll and Bute Council could be carried out. The Chief Executive advised ACHA would support the Council in any way they could in relation to lobbying and the housing emergency.</p>	<p>Cllr Brown</p> <p>Cllr Brown</p>
7.	<p>Community Action Fund Applications</p> <ul style="list-style-type: none"> • An Tobar and Mull Theatre The Board of Management unanimously APPROVED the award of £500. • Tarbert After School Care The Board of Management unanimously APPROVED the award of £500. • Adventure Oban Ltd Following discussions relating to the salaried post of Community Development Coordinator, the Board of Management, by majority, APPROVED the award of £500. • Route 81 Youth Project The Board of Management unanimously APPROVED the award of £500. • The Squeeze The Board of Management noted the rules governing the Community Action Fund did not restrict an award being made to a charity outwith the Association's area of operation. Following discussions, the Board of Management unanimously AGREED to reject the application with the reason being they would prefer to keep the relatively small Community Action Fund budget in the operating area to benefit local communities. <p>Cllr Brown requested the rules be amended to keep grants within the Association's area of operation.</p> <p>The Vice Chair stated the policy required amending as it mentioned Area Committees. The Chief Executive advised the required amendments were underway.</p>	<p>Colette Benham</p>

	<p>The Director of Human Resources & Corporate Services advised the spend to date from the Community Action Fund was £4000 out of a budget of £20,000.</p>	
8.	<p>Business Plan Approval and Budget Update 2024/25 The Director of Finance & IT advised Lloyds Banking Group had approved ACHA's updated Business Plan submitted in March 2024 and updated at the end of April to reflect the actual cash position at 31st March 2024.</p> <p>The Director of Finance & IT took the meeting through his report highlighting paragraphs 1.4.1 to 1.4.3.</p> <p>The Board of Management noted the content of paragraph 1.3 which outlined the additional covenant work required to meet the extremely tight covenant for 2024/25.</p> <p>The Director of Finance & IT took the meeting through the Budget Commentary 2024/25 outlined in paragraphs 1.5 – 1.8. The Board of Management noted the interest base rate remained stubbornly high.</p> <p>The Director of Finance & IT advised voids were generally in line with budget and there were no concerns over trends in arrears, which were also in line with budget.</p> <p>The Board of Management NOTED the position of the Business Plan approval for 2024/25 and APPROVED the allocation of the carry forward as set out in paragraphs 1.4.1 to 1.4.3.</p>	
9.	<p>Argyll Homes for All Request to Lease a 2 Bedroom Property on the Island of Islay for Staff Accommodation The Board of Management were advised an approach had been made by AHFA seeking to lease a property on Islay to assist with attracting and retaining operatives on the island.</p> <p>The Director of Customer Experience advised ACHA currently had 26 3rd party leases. She further advised the recently approved Lettings Plan had provision for up to 15 properties to be allocated on a 3rd party lease in 2024/25.</p> <p>The Board of Management noted the demand for housing on Islay was challenging but the new build housing due to go on site in the near future would assist with the challenges.</p> <p>The Director of Customer Experience advised that if approved, the Association would be required to log as a notifiable event with the Scottish Housing Regulator.</p> <p>The Board of Management unanimously APPROVED the request to lease a 2 bedroom property on Islay for staff accommodation.</p>	
10.	<p>ACHA Management Accounts; May 2024 The Director of Finance & IT advised voids were currently tracking alongside budget provision and void performance would continue being</p>	

	<p>scrutinised. He further advised monthly meetings between Finance and Property would be considering profile spend for the investment programme.</p> <p>The Director of Finance & IT advised ACHA's financial performance and position at the end of May was on budget.</p> <p>The Board of Management noted insurance costs had increased by around 25% - 30% on the previous financial year.</p> <p>The Board of Management NOTED the ACHA Management Account for May 2024.</p>	
11.	<p>AHFA Management Accounts; May 2024</p> <p>The Director of Finance & IT advised the AHFA Management Accounts had been presented to the AHFA Board of Directors on 24th June 2024 where it had been noted spend was in line with budgets.</p> <p>The Director of Finance & IT advised the AHFA Financial Review meeting being held on 26th June 2024 would look at the forecast outturn for the year.</p> <p>The Board of Management NOTED the AHFA Management Accounts for May 2024.</p>	
12.	<p>Annual Acquisition Update</p> <p>The Chief Executive advised she provided an update on acquisitions via her presentation to each Board meeting but as agreed she had produced an annual report covering the period June 2023 to May 2024.</p> <p>The Chief Executive took the meeting through her report highlighting expenditure for acquisitions. She advised that while the programme had been very successful and had assisted with Argyll and Bute Council's housing emergency and homelessness targets unfortunately a halt had been placed on any further acquisitions as the funding required to be used for the new build development. She further advised Argyll and Bute Council had been informed of the position.</p> <p>The Board of Management NOTED the acquisitions during the period June 2023 and May 2024.</p>	
13.	<p>Confidential</p>	
14.	<p>Investment, Regeneration and Warm Homes Update</p> <p>The Director of Assets and Sustainability took the meeting through the financial information contained within her report.</p> <p>The Chief Executive provided an update on progress relating to the development of 14 units in Helensburgh.</p> <p>The Board of Management NOTED progress against the budgets/targets on the Investment and Warm Homes programmes, NOTED spend at the end of May. The Board of Management further NOTED progress of the development programme, proposals for future developments and all</p>	

	proposed developments complied with acquisition and capital appraisal policies as approved by the Board.	
15.	Confidential	
16.	<p>Exemplar Estates Budget & Priorities 2024/25 The Director of Assets and Sustainability advised the Exemplar Estates Project was entering its sixth year.</p> <p>The Board of Management noted the huge improvement transformation at Finbracken, Sandbank.</p> <p>The Director of Assets and Sustainability advised Property Services were working in collaboration with Housing & Neighbourhood Services on how best to allocate funding. She stated that feedback from the estate walkabouts would be taken into consideration when establishing priorities.</p> <p>Councillors Brown and Sinclair raised the issue of the provision and upkeep of play parks. The Director of Assets and Sustainability advised a review of all play parks would be undertaken and a new strategy would be presented to a future Board meeting for consideration.</p> <p>The Secretary stated a separate discussion outwith the Board meeting would take place with Cllr Brown and Cllr Sinclair.</p> <p>The Board of Management NOTED the spend proposals for the 2024/25 Exemplar Estates budget.</p>	
17.	<p>Exemplar Estates Project Update 2023/24 The Board of Management congratulated everyone involved with the projects carried out during 2023/24 and stated they had made a huge difference.</p> <p>The Board of Management NOTED the Exemplar Estates projects carried out during 2023/24.</p>	
18.	Confidential	
19.	<p>A.O.C.B. Board Information Pack – Compliments & Complaints Update It was noted the biggest cause of complaints was poor communication and improvement was required.</p> <p>Pat McVey stated he had read the plea on Facebook regarding missed appointments. He stated it was his view tenants were not the sole cause of missed appointments as a result of his own recent experience. The Director of Customer Experience noted Pat’s comments and advised she would pass them on to AHFA’s Managing Director.</p> <p>Pat McVey raised a further issue relating to the services provided by AHFA. The Chief Executive asked him to remain on-line at the end of the meeting to discuss further.</p> <p>External Audit</p>	Sandra McLeod

	<p>The Director of Finance & IT advised the audit of financial statements was making good progress with positive feedback. He stated the financial statements would be presented to the August Board meeting. He thanked all staff involved in the process for their hard work.</p> <p>Leavers The Chair, along with the Board of Management, thanked the Director of Assets and Sustainability for all her hard work and wished her all the best in her new role at Loreburn. The Board of Management also thanked Regional Manager, Nicola Stobie and wished her well in her promoted post.</p> <p>Annual General Meeting Mike Brown advised he would retire but stand for re-election. It was noted a further Board member would be required to retire with the longest serving being Ian McIntyre and Dan Hughes. If no agreement is reached, lots would be drawn.</p>	
20.	<p>Date & Time of Next Meeting Wednesday 14th August 2024 at 10.00am.</p> <p>The Chair advised it was unlikely the new office in Dunoon would be ready for the August Board meeting. The Board of Management AGREED the meeting should be held as a hybrid meeting.</p> <p>The Chair advised the dates for the June, August and October meetings, along with the AGM had been changed to avoid clashes with other meetings.</p>	

Signed by Chair: Cathy Grant

Date: 14th August 2024