

Minutes of the Committee of Management Meeting held on **WEDNESDAY
20TH JANUARY 2021 at 6.00PM , held virtually through “Microsoft Teams”**

Present: Suzanne Harris
David Wilson
Aileen Hunter
Allison Akhtar
Kelly-Ann Doherty

In attendance: Lynne Griffin
Bianca Kirk
Alan Semple
Mareta Greig

Jon Turner (CEO Link Group)
Stephanie McEwan (minutes)

BUSINESS

1. i) INTRODUCTIONS & PRESENTATION FROM CEO, LINK GROUP

J Turner provided members with a progress report on the proposal for Weslo HA to join the Link Group. Members welcomed the presentation and thanked J Turner for his time and attendance tonight.

J Turner left the meeting at this point in the agenda.

ii) DECLARATIONS OF INTEREST

Ms Greig declared an interest in Agenda Item 12 and Ms Harris declared an interest in Agenda Item 4.

iii) NOTIFIABLE EVENTS

There were no notifiable events noted.

2. APOLOGIES

Apologies were received from William Rice, Ashley Brown and Alison McManus.

3. 3.1 QUARTERLY ACCOUNTS TO 31ST DECEMBER 2020

Overall, the surplus was £109,424 ahead of the budgeted surplus of £272,343. This was due to the underspend in the major repairs budget and lower office and team overheads, caused by the Covid19 restrictions and remote working arrangements .

Rental income was line with budget, with a variance of 0.5% compared to budget,

Overall, total income of £1,467,275 was £9,527 less than the budgeted figure.

Staffing and Link services cost of £363,597 was lower than the anticipated spend with a variance of £8,016. Reactive maintenance was under budget by £32,757. The major repairs of £112,300 was £179,750 less than budget. The Major repairs programme was delayed due to ongoing Covid19 restrictions (particularly in the first quarter of the year) which was causing lower spend year to date. Depreciation and Insurance spend was in line with budget.

Bad debts written off and provided for was £11,458 lower than budget and this requires to be assessed in Quarter 4.

Management and office costs were £52,966 under budget, as at 31 December 2020, due to the Covid19 restrictions and overhead costs, 38% lower than budget.

Finance Costs were £29,138 compared to the budget allocation of £38,439, and loan interest was lower than budgeted.

Overall expenditure was £118,951 lower than budgeted expenditure of £1,204,457 generally due to the Covid19 restrictions.

4. DRAFT BUDGET ASSUMPTIONS & PROPOSED RENT INCREASE FOR 2021/22

The Committee of Management unanimously approved the proposed Budget for 2021/22, and the 30Year Financial Plan and agreed the proposed 1.5% annual rent increase for all tenants, from 1st April 2021.

B Kirk & A Semple left the meeting at this point in the agenda.

5. EXTERNAL AUDIT & RSM INTERIM AUDIT 2021

The Committee of Management noted that the Link Group had appointed RSM as the External Auditor for 2021 and that the interim audit, carried out by RSM, for Larkfield Housing Association, was planned to commence in March 2021.

6. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2020

The Minutes of the meeting held on WEDNESDAY 18TH NOVEMBER 2020 were approved with no amendments:

Moved: Aileen Hunter

Seconded: David Wilson

7. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2020

7.1 COMMITTEE ACTION REGISTER

The Committee agreed for the following items to be carried forward for further action:

- Share E-Learning membership package
- Tenant Payments Policy

It was noted that all other actions noted on the action registered had now been completed.

8. COMPLAINTS AND FEEDBACK PERFORMANCE REPORTING

The Committee of Management agreed that going forward, the Committee would be provided with a six- monthly report in line with the revised Link Group reporting framework.

9. HOUSING MANAGEMENT AND MAINTENANCE SUB COMMITTEE MEETING 5TH DECEMBER 2020

The Management Committee unanimously agreed to approve the following recommendations from the Housing Management & Maintenance Sub Committee.

- Welfare Reform Strategy & Risk Register

10. CYCLE OF MEETINGS/DATES 2021

The Committee of Management approved the proposed meeting dates for 2021. L Griffin would arrange for the dates to be added to the members portal and e-mailed to members.

11. INTERNAL AUDIT DRAFT REPORT & RECOMMENDATIONS 2020/21

L Griffin advised members that the draft report had not yet been issued and the item would be carried forward to the next meeting.

12. MEMBERSHIP APPLICATIONS

(a) NEW MEMBERSHIP APPLICATION

The Committee of Management unanimously approved the new membership application for Mareta Greig.

(b) COMMITTEE MEMBERSHIP APPLICATION

The Committee of Management unanimously approved the committee membership for Mareta Greig.

13. CORONAVIRUS IMPACT – SERVICE UPDATE

L Griffin highlighted in the report that Link Property were still providing a limited service which included emergency and urgent repairs, in line with the current Scottish Government guidelines.

Staff were still working remotely from home and access to the Larkfield office was limited only for essential purposes.

14. APPROVAL OF LARKFIELD BUSINESS PLAN FOR 2021/22

Members noted that, in line with the requirements of the “Link Intra-group agreement” the draft business plan would be presented to the Link Group Board in February.

15. ANY OTHER BUSINESS

A formal letter of resignation had now been received from Ms S Miller due to ongoing health issues.

Ms S Harris, Vice Chair, was nominated by Allison Ahktar to take over the role of Chairperson until the 2021 AGM. This was seconded by Kelly-Ann Doherty and thereafter unanimously agreed.

Members would complete the short survey relating to the new board portal which was due by the end of the week.

16. DATE OF NEXT MEETING:

WEDNESDAY 10TH MARCH 2021 at 6.00PM.

The meeting closed at 7.50PM