
MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF WISHAW AND DISTRICT HOUSING ASSOCIATION WHICH WAS HELD IN THE ASSOCIATION'S OFFICES AT 55 KIRK ROAD, WISHAW ML2 7BL ON TUESDAY 21st JUNE 2011 AT 6.00PM

Present: Eddie Mullen Chairperson
Jean Fagan
Bill Graham
Helen Russell

Attending: Anne Cooper Chief Executive
Elaine Lister Assistant Chief Executive
Colette McKenna Technical Services Manager
Andrew Whitehead Finance Manager (items 1.0 – 3.0 only)
Fiona Adams Finance Assistant (items 1.0 – 3.0 only)
Martin Gill Auditor - PKF (item 1.0 only)

Apologies: Kash Arshad
Cath Brown
Irene Love
Liam McCabe

Absent: None

Special Leave: John Forbes
Charles Keeper

Personal Interest Declared: No personal interest was declared.

Prior to the start of the meeting the Chairman advised that Charles Keeper had requested special leave to enable his recovery from an operation. This was granted for a period of three months.

1.0 FINAL DRAFT OF THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2011

The Chairman welcomed Martin Gill of PKF (UK) LLP to the meeting and asked him to present his report on the Annual Accounts for the year ending 31st March 2011.

The Board were asked to consider the income and expenditure report on page 12. The increase in the turnover for the year to £3.118 million was a 7% increase on last year's rental income of £2.9m. The operating costs increased by 1.5% to £2.2m. This was in line with the budget and the anticipated maintenance spend as a result of the severe winter weather in 2010/2011. The operating surplus increased by £152K. The increase in the interest payable was due to the drawdown of the additional loan from Santander of £3m. The Association had now been granted charitable status and therefore there was no tax provision for this year. The figure of £729 on the income and expenditure account is an adjustment to last year's provision for tax. The Board noted.

The Board considered the balance sheet on page 13. The increase in the Tangible Fixed Assets during the year was as a result of the acquisition of the Tesco site and the remedial works to the site. The increase in the debtors figure was mainly Housing Benefit due but received after the year end. The increase in the cash at bank and in hand was the net balance of the loan drawdown and the monies spent on the Tesco site. The decrease in the creditors falling due within one year of £170K was as a result of the decrease in trade creditors, a decrease in retentions and the fact that the provision for Corporation tax no longer applies. The increase in the creditors falling due after more than one year was debt owed to banks; the movement in the year was £2.5m. The Board noted.

Martin Gill explained the cash flow statement on Page 14 to the Board.

Board Members noted the Pensions disclosure notes on pages 27 - 29.

Martin Gill drew the Board's attention to note 15 on page 26 on Designated Reserves and confirmed that although the reserve for cyclical maintenance had been used, the planned/major repairs reserve had increased to £2,823,618 this year. The Board also noted that the £2,273,559 Revenue Reserve had increased from £2,117,308 over the year.

Board Members noted that the first 10 pages of the report section in the accounts was the Report of the Board of Directors which was a review of the business and detailed new initiatives, successes and Key Performance Indicators during the year.

Martin Gill then went over the contents of the Management Letter which had been issued on the 20th June 2011, too late to be given to Board Members. Board Members noted that the key areas in the Management Letter were:

- our rental income receivable, where no issues were found,
- the Tesco site, our largest expense, had been audited along with the valuation and no issues were found.
- the Housing Association now had charitable status, but there would be little change to existing accounting rules.
- Martin also confirmed that there were no issues concerning compliance with the bank covenants.

Martin Gill confirmed that the Letter of Representation would be signed at the AGM with the accounts.

The Finance Manager asked Martin to pass on his thanks to Elizabeth Young and Louise Kelly for the professional manner in which the audit had been conducted.

The Board accepted the accounts which would now be presented to the general membership at the AGM on the 12th July 2011.

The Chairman thanked Martin for attending the meeting and presenting the accounts. Martin Gill left the meeting at this point.

2.0 BOARD OF DIRECTORS –24 MAY 2011

2.1 Minutes

Proposed: Jean Fagan
Seconded: Helen Russell

2.2 Matters Arising

2.2.1 *Future of Shared Ownership Tenure and Open Market Purchase (Minute Item 2.2.1)*

The Board noted the report on progress.

[Assistant Chief Executive to advise on further progress.](#)

2.2.2 *Nomination Agreement (Minute Item 2.2.2)*

The Board noted the report on conclusion of this matter.

2.2.3 *Basics Foodbank (Minute Item 9.0)*

The Board noted the full report on the background of the project that had been submitted for information and, after a short discussion indicated that it was not appropriate for the Association to formally get involved in a project of this type which was mainly an area for church activity, and which duplicated the service provided by the St Vincent de Paul Society and the Salvation Army.

2.2.4 *Funding for Medical Adaptations (Minute item: None – from earlier minutes)*

The Board noted the withdrawal of the planned changes to the funding mechanism, at least for the time being.

3.0 COMPARISON OF THE MANAGEMENT ACCOUNTS WITH THE DRAFT FINAL ACCOUNTS

The Finance Manager presented his report explaining the differences between the Management Accounts and the Draft Final Accounts. There were no questions or comments.

4.0 YEAR END REPORTS FOR TENANCY SERVICES

Board noted the reports giving the statistics for the end of year for the key functions of rental collection, allocations, tenancy management and property sales.

It was noted that some new tenants had not kept the settling-in appointment but that this was not something the Association could insist on.

5.0 DESIGN SATISFACTION SURVEY

The Board accepted the report on the results of the design satisfaction survey for the newbuild development at Cowie Place, Craigneuk Phase 2. The Technical Services Manager confirmed that feedback from tenants is used to inform future design decisions, where appropriate.

6.0 DRAFT REVISED TECHNICAL SERVICES CUSTOMER SATISFACTION STRATEGY

The Board considered and approved the revisions to the Technical Services Customer Satisfaction Strategy.

7.0 MAIN ST WISHAW – CONSULTANT FEES

The Technical Services Manager reviewed the current position with the procurement of the design and build contract and the proposals for the appointment of and fees for consultants to take the project forward.

The Board endorsed the appointment of URS/Scott Wilson as CDM Co-ordinator for the design and build project and accepted the agreed fee level.

The Board accepted the recommendation to appoint Brown + Wallace as Employer's Agent for the design and build project and accepted the proposed fee agreement.

The Board accepted the recommendation to appoint Coltart Earley Architecture as Architect for the design and build project and accepted the tendered fee agreement and nomination proposals.

The Board accepted the recommendation to appoint URS/Scott Wilson as Civil & Structural Engineer for the design and build project and accepted the tendered fee agreement and nomination proposals.

8.0 EASTER ROAD ECO – GARDEN

The Board expressed its strong support for the proposed Eco-garden project in conjunction with Dykehead Primary School and was pleased at the apparent support from the local community. It was hoped that the grant funding application would be successful and the Board approved the proposed financial contribution to the project, should the grant funding be awarded.

Technical Services Manager to provide an update report to the Board once the funding application is assessed.

9.0 DRAFT REVISED POLICY AND PROCEDURES ON EXPENSES TO EMPLOYEES AND BOARD MEMBERS

The Board considered and approved the draft revised Policy and Procedures on Expenses.

10.0 SFHA'S CAMPAIGN FOR A FAIRER WELFARE SYSTEM

The Board noted the report on the background to the campaign being organised by the SFHA against the proposed changes to Housing Benefit and, after discussions on the merits of the petition, agreed to sign up to the campaign and to send the template letter to appropriate local MPs and MSPs. It was further agreed that members of the Board could sign up to the campaign individually if they so wished.

Assistant Chief Executive to sign up the online petition and send letter to local MPs and MSPs on behalf of the Association.

11.0 STAFF APPRAISALS 2011

The Board noted the report and that there were no issues of wider interest that required to be reported to the Board.

12.0 STANDING ITEMS

12.1 Membership Issues

12.1.1 *New Membership Applications*

There were no new membership applications.

12.1.2 *Cancelled Memberships*

There were no memberships to be cancelled.

12.2 Register Inclusions

The Board noted that there were no register inclusions.

12.3 Risk Management

There were no changes to the current risk profile.

12.4 Knowledge Enhancement

The Chairman reported on his attendance at the SFHA annual conference and that the main issues were the Social Housing Charter and welfare benefit reforms.

He advised that he had brought back papers from the conference that were available in the Board Members' room

12.5 Lanarkshire Voluntary Housing Forum

There was no business under this item.

12.6 Publicity

There was no business under this item.

12.7 Correspondence

There was no business under this item.

13.0 ANY OTHER COMPETENT BUSINESS

13.1 Wishaw Disabled Games 2011

The Board agreed to donate funding to the same level as previous years.

The meeting closed at 8.15 pm with a vote of thanks to the Chair.