

**WELLHOUSE HOUSING ASSOCIATION
MINUTES OF THE COMMITTEE MEETING HELD
ON 26 June 2024 AT 6PM – via Teams and email approval**

1. Welcome, Sederunt & Apologies

Present:

**Maureen Morris
Anna Dukova
David Gebbie
Felix Lynn
Lauren Herd
Mary Cawley
Darron Brown
Gordon Kerr**

**Chair
Committee Member
Co-optee
Casual Member
Co-optee
Casual member
Vice Chair
Committee Member**

In Attendance:

**Martin Wilkie-McFarlane
Bill Black
James Wilson
Bruce West
Linda Logan**

**Director
Maintenance Manager
Housing and Customer Services Manager
Finance and Corporate Services Manager
Minutes**

Apologies:

Jane Heppenstall

Committee Member

Absent:

Michelle Harrow

Committee Member

2. Jargon Buster

Noted for information.

3. Declarations of interest.

There were no declarations of interest.

4. Minutes of the Committee Meeting of 29 May 2024

Committee approved the minutes of the committee meeting of 29 May 2024 as a true and accurate record of the proceedings.

Maureen Morris proposed and Anna Dukova seconded the minutes of 29 May 2024.

5. Matters arising and actions from the minutes report.

There were no matters arising that were not covered in subsequent agenda items.

6. Rent arrears update

The Housing Manager reported that the Housing Services Team had taken on specialised roles to tackle arrears performance with a strong focus on arrears recovery. He noted that rent collected as a percentage of total rent due was 104.15%, a 6.7% increase from the last report of 97.45%. He highlighted the table which showed performance areas and information reported at the previous committee meeting in comparison current reporting period. He drew attention to arrears case breakdown by value and quality and the actions in place to tackle arrears.

Committee noted the rent arrears update.

7. Homelessness and Allocation request.

This item was carried forward until the August 2024 committee meeting.

8. Loan Portfolio Return

The loan portfolio return was provided to the management committee with details return to be submitted to the Scottish Housing Regulator subject to the changes to interest cover and gearing information based on completed unaudited accounts.

The report highlighted the summary of loans showing a total of £7,167,800 of loans outstanding which agrees to the annual accounts for 23/24. All financial covenants had been updated to reflect the position as at March 2024 and currently reflect the position from the March management accounts and the relevant security valuations. There were no issues in terms of covenant compliance based on the current financial information available.

Resolution:

Committee approved the loan portfolio via email, as at March 2024 for submission to the Scottish Housing Regulator subject to changes to interest cover and gearing information based on completed unaudited accounts.

9. Approved List of Contractors and Suppliers 24/25

The approved list of contractors and suppliers 24/25 report noted that a full review had taken place with input from all members of the senior management team and that the attached list was the confirmed list which had been split to show non-contractor suppliers, 124 suppliers and 90 approved contractors.

Additional suppliers will be required to be added for;

Livingston James/Rutherford Cross – Recruitment agency
Cedar Garden and Property Maintenance – minor estates work
Essential Pest Services Limited – pest control

The reported highlighted that there may be additional suppliers or contractors who are approved and added to the list to meet specific requirements during the year.

Resolution:

Committee approved the list of contractors and suppliers 24/25 via email.

10 Operational update

Committee noted the operational update for information. There were no items requiring approval.

11.AOCB

There were no other matters arising.

Meeting closed. Next meeting – 28 August 2024 at 6pm