

Prospect Community Housing
Committee Meeting - April 2020 (delayed March Meeting)
Wednesday 8 April 2020, 7:00 PM — 9:00 PM

Present:	Milind Kolhatkar	Chairperson
	Sheila Bunt	Vice-Chair
	Mo Connolly	Secretary
	Naomi MacKenzie	Treasurer
	Chuks Ododo	Committee Member
	Mary MacRaild	Committee Member
	Peter Matthews	Committee Member
	Alan Gee	Committee Member
	Shulah Allan	Committee Member
	Jolly Oluka	Committee Member
	Simon Campbell	Committee Member
	Brendan Fowler	Director
	Lynne Bell	Finance Manager
Julie Thynne	Corporate Services Officer	
Apologies:	Kaydee Moyo	Committee Member
	Amanda Miller	Committee Member
	Catherine Louch	Housing Manager
	Neil Munro	Property Services Manager

1 Welcome and Apologies

Milind Kolhatkar welcomed all attendees to the meeting. He noted the meeting had been delayed from the end of March due to the measures put in place during the Coronavirus outbreak.

Apologies were received from Amanda Miller and Kaydee Moyo.

2 Declaration of Interest

Peter Matthews declared an interest at Item 7.

It was noted Peter Matthews would remain present for the discussion but would not be able to vote.

3 Minutes of Previous Meeting

The minutes of the meeting held on 26 February were proposed by Simon Campbell, seconded by Jolly Oluka and approved by all members present.

4 Matters Arising Report

The matters arising report was noted, however the information did not provide an answer to the query raised. Further details to be provided at the next meeting.

5 Register of Undertakings

The report was noted.

6 Coronavirus Response Report

Brendan Fowler presented the report and provided an update of the response provided by Prospect. He advised most Prospect staff had been working from home for four weeks and the arrangements had been a good test of the business continuity plans. Additional laptops had been purchased for staff to use at home and Leigh Pettigrew had been busy working on the IT aspects of homeworking.

Brendan Fowler advised he had been keeping up to date with government advice and the guidance had been clear that the out of office team was able to continue with their work providing social distancing is observed.

Discussions had taken place over the use of Zoom for Committee meetings and it was noted various settings had been put in place to ensure the meetings were secure.

Brendan Fowler advised the gas servicing arrangements and emergency repairs were continuing and staff were liaising with contractors over properties where tenants were self-isolating.

Staff were in contact with tenants to provide advice and support where necessary and Prospect were also part of a wider community response helping with deliveries of food parcels.

Brendan Fowler advised financial modelling had been carried out to assess the financial impact to Prospect in the event of lost rental income. A summary of information had been provided within the covering report. It was noted the organisation was in a strong financial position and there were no concerns over meeting covenants.

A discussion took place over re-letting properties, however it was noted there were few voids expected. Brendan Fowler advised he would be meeting with EdIndex partners over the coming weeks to review the Council's approach.

Brendan Fowler advised progress with the Kingsknowe development had not been impacted to date as planning permission was still in progress. The situation would continue to be reviewed and updates provided as necessary.

Brendan Fowler advised there had been no requirement to place any Prospect staff on furlough leave as part of the Government's job retention scheme. He advised there continued to be work available for all staff, however the latest Government guidance indicated staff could request to be furloughed if they were shielding or had caring responsibilities and were unable to work from home. He advised any requests would be reviewed on a case by case basis.

7 Lettings Plan 2020-2021

Peter Matthews declared an interest in this item and abstained from voting.

Brendan Fowler advised the plan was updated annually and there had been no significant changes.

The 2020-2021 Lettings Plan was proposed by Mo Connolly, seconded by Alan Gee and approved by 8 members present. 1 member abstained from voting.

8 Membership List Review

The membership list was proposed by Alan Gee, seconded by Mo Connolly and approved by all members present.

9 Development Update

Brendan Fowler introduced the report and advised the offer of grant had been received for the Kingsknowe development. He advised progress would be made with the Woods Centre once the Council had provided further information.

10 Treasury Management – Funding Strategy Update

Lynne Bell introduced the report and provided information on a recent meeting held with representatives from the Royal Bank of Scotland (RBS).

It was noted RBS were unable to guarantee rates beyond 3 months and there could be a risk of increased costs to borrow and the loan funding may not be available in the future. Alistair Berwick had advised the safest option would be to agree the loan funding at this point.

It was noted security would not need to be in place until the loan was drawn down and the loan would need to be agreed before signing the contract with Smarts. There would be non utilisation fees for around 12 months, which would be 6 months more than had been budgeted for. There would be no penalty clause if Prospect were to cancel the loan. Planning approval would be due in May and on-site work due to start in January 2021. No delays have been advised, however this could change if the current situation continues.

Authorisation to complete the loan application with RBS was proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.

11 Future meetings - frequency, format and agendas

Brendan Fowler advised it was likely to Committee would continue to meet on a virtual basis for some time. It was agreed to continue with meetings on a monthly basis as per the usual Committee meeting cycle and the next meeting would be held at the end of April. Brendan Fowler advised he would work with the Chair to agree agendas.

A discussion took place over the requirement for office bearer signatures and it was noted no signatures were required at present, however this would be reviewed as required.

12 AOCB

Shulah Allan expressed thanks to Brendan Fowler and Lynne Bell for the clarity of information provided.

Committee members expressed overall thanks to the Management team and all staff for their work during unprecedented times.

13 Date of Next Meeting: 29 April 2020 at 7pm

Signed: _____

Date: _____