

**Prospect Community Housing**  
Committee Meeting - April 2021  
Wednesday 28 April 2021, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Sheila Bunt Naomi MacKenzie Chuks Ododo Peter Matthews Alan Gee Shulah Allan Jolly Oluka Amanda Miller Simon Campbell Brendan Fowler Lynne Bell Catherine Louch Neil Munro Julie Thynne Caroline Richards Sharon-Lee Bow	Vice-Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer Community Projects Officer Work Placement Stirling University
<b>Apologies:</b>	Milind Kolhatkar Mo Connolly Mary MacRaid	Chairperson Secretary Committee Member

**1 Welcome and Apologies**

Sheila Bunt welcomed all attendees to the meeting. Apologies were noted from Milind Kolhatkar, Mo Connolly and Mary MacRaid. Sheila Bunt welcomed Sharon-Lee Bow as an observer to the meeting.

**2 Declaration of Interest**

There were no declarations of interest.

**3 Community Projects Update**

Sheila Bunt welcomed Caroline Richards to the meeting and Caroline provided an update on Community Projects. She highlighted recent funding received to support communities to recover post pandemic. The project involved partnership working with ARCHIE partners and the bid was supported by the Glasgow and West of Scotland Forum. Caroline provided an overview of the Wester Hailes Connects project and advised she hoped to continue the partnership connections beyond the end of the project at the end of June. It was noted it would be interesting to see the level of diversity supported by the project and Caroline advised she would include this information in a report at the end of the project.

Committee members thanked Caroline Richards for her report and for the continued partnership working. Caroline left the meeting at this point.

**4 Minutes of Previous Meeting**

The minutes of the meeting held on 31 March 2021 were proposed by Peter Matthews seconded

by Shulah Allan and approved by all members 8 members present, 1 member abstained.

## **5 Matters Arising Report**

The report was noted.

## **6 Register of Undertakings**

The Register of Undertakings was noted.

## **7 Policy Review**

Catherine Louch presented the revised Antisocial Behaviour policy and advised no substantial changes had been made.

Neil Munro presented the Homes for the Future – Sustainable, Energy Efficient Homes policy. He advised the document replaced the previous Affordable Warmth policy and had been updated to incorporate new legislation and to encompass a broader topic.

A discussion took place and it was agreed the following items would be clarified at the next meeting:

- Number of Prospect properties currently C rated
- Definition of fuel poverty
- How many Prospect tenants are in fuel poverty and what action are we taking to help mitigate this

It was agreed the policy should include timescales for the tabletop exercise to be carried out.

It was noted work on decarbonisation would be required over the next few years and it would be useful for Committee to have a session on this topic once more information was known. This could be facilitated by an external consultant.

Fuel poverty could be examined as part of the rent affordability follow up session planned in the summer. Management Team will consider how to take this topic forward. Catherine Louch highlighted Fiona McLuckie would provide an update on the work she has done to support tenants at the next meeting, this would include help with fuel poverty.

The Antisocial Behaviour and Homes for the Future policies were proposed by Chuks Ododo, seconded by Peter Matthews, and approved by all members present, subject to the inclusion of a timescale for the tabletop exercise as described above.

## **8 Management Team Report**

Brendan Fowler advised it was anticipated the office would reopen for limited hours from July and a more normal service was likely to resume in September, however this would be subject to Government guidance.

Brendan Fowler advised the new Finance Manager, Colin James, would join the team from 4 May.

Neil Munro advised the Property Services team and contractors were working through the back log of repairs and anticipated being up to date in the next two weeks.

Catherine Louch advised the Housing Management team were trialing a new noise app to assist with antisocial behaviour cases. She provided an overview of how the app works and advised it would be assessed once the trial period is over before committing to longer term use.

Lynne Bell advised the cashflow continued to be in a healthy position and there had been good rent collection overall for the year.

Lynne Bell advised the current cash balances being held on deposit were high, primarily due to the need to have available funds for forthcoming development costs. She requested approval to revise the Treasury Management policy and increase the maximum amount held at one banking institution to £2m.

The proposal to revise the Treasury Management policy was proposed by Alan Gee, seconded by Shulah Allan, and approved by all members present.

## **9 Quarterly Management Accounts to 31 March 2021**

Lynne Bell provided an overview of the Quarterly Management Accounts to 31 March 2021. She advised the figures reported would be reflected in the annual accounts and she was not aware of any variations. Lynne advised the pension adjustment figures would be available on 11 May.

It was noted the budget forecast had been revised throughout the year to take account of changes due to the pandemic. This process had worked well, and the year-end figures were close to the revised budget.

Lynne Bell advised the interest cover and gearing covenants were well within acceptable ranges. There had been an underspend in most areas due to restrictions during the pandemic however some planned maintenance work would be carried out in the next financial year. This work had been accounted for.

Lynne Bell highlighted an error under factoring on page seven of the report and advised it would be corrected for the next quarter.

It was noted the Association was in a strong financial position, however an increase in rent arrears and forthcoming costs for development would have an impact. Further information on rent arrears including comparisons and information on initiatives to support tenants would be presented along with the report on Key Performance Indicators at the next meeting.

## **10 External Audit 2020/2021**

Lynne Bell presented the External Audit documents and advised the information was presented annually on behalf of the Auditors. Appendices 1, 2, 3 and 5 were for noting.

Lynne Bell presented Appendix 4, the draft Committee report to be included in the final annual accounts. It was noted there were some areas within the report to be finalised along with the final accounts and the information would be updated when available.

The draft Committee report was proposed by Simon Campbell, seconded by Jolly Oluka and approved by all members present.

**11 Annual Review of Progress towards Strategic Objectives for 2020/21**

Brendan Fowler presented an update on the progress towards the Strategic Objectives. The report was noted.

**12 Developments**

Neil Munro provided an update on the Kingsknowe development and advised a meeting had been arranged with City of Edinburgh Council to discuss the abnormal costs and explore the potential for additional grant funding to be made available.

**13 Information Only Items**

There were no items.

**14 AOCB**

There were no items to discuss.

**15 Date of Next Meeting: 26 May 2021 at 19:00**

**Signed:**

**Date:**