

**Homes for Life Board Meeting**

**7pm Wednesday 26<sup>th</sup> June 2019 - The Maitlandfield House Hotel, Ante Room,**

- **Chiene & Tait were in attendance from Items 2.2**

| <b>• Present</b>   |                 |
|--------------------|-----------------|
| Alan Brown (Chair) | Carol Widdowson |
| Jamila Greig       | Donna Wight     |
| Gordon Leitch      | David Rose      |

| <b>In Attendance</b> |                           |
|----------------------|---------------------------|
| Hilary Mark          | Customer Services Manager |
| Dave Roberts         | Chiene & Tait             |

| <b>Item No.</b> | <b>Agenda</b>  |
|-----------------|--|
| <b>1.0</b>      | <b>Preliminaries</b>   |
| 1.1             | Start time of Meeting : 7:04pm   |
| 1.2             | Welcome and Apologies<br>AB welcomed all to the meeting including Dave Roberts from Chiene & Tait<br>Apologies: Luke Bullock; Brenda Toner; Olga Krasteva<br>Absent : Graeme MacGregor   |
| 1.3             | Attendance Sheet<br><i>Proposer: Gordon Leitch</i><br><i>Seconded: Jamila Greig</i>  |
| 1.4             | Declarations of Interest - None  |
| 1.5             | Requests for additional items to be considered under AOCB - <i>if any</i><br><i>None</i>   |
| <b>2.0</b>      | <b>Items for Consideration &amp; Approval</b>  |
| 2.1             | <b>Minutes of Board Meeting held 29<sup>th</sup> May 2019</b><br><br>At 2.4.3 – delete the first ‘update’ as a duplicate<br><br>David Rose requested it was minuted that some papers were presented on the night for discussion.<br><br><i>Proposer: David Rose</i><br><i>Seconded: Carol Widdowson</i>  |
| 2.2             | <b>Regulation - Annual Returns</b>   |
| 2.2.1           | <ul style="list-style-type: none"> <li>• Five Year Financial Projections (<i>Report &amp; Proposed Submission</i>)</li> </ul>  |
| 2.2.2           | <ul style="list-style-type: none"> <li>• Loan Portfolio (<i>Report &amp; Proposed Submission</i>)</li> </ul> <p>Dave Roberts from Chiene &amp; Tait was in attendance to answer questions on the reports and draft submissions. He presented reports on both - as circulated with papers. However, he advised that he had identified an error in treatment of release of previous grant within the proposed FYFP submission. This requires compensatory amendments to figures within row 109 ( Payables) and row 113 ( other non- cash adjustments) , which DB detailed for the meeting. He confirmed that these had no impact to bottom line net cash at row 114- which would remain unchanged.</p> |

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|                                  | <p>He highlighted that the lowest cash at bank and in hand (row71) of FYFP is for year 2022/23. This is significantly better minimum cash projection than last year's FYFP submission. Inflation is assumed to be 2% and that rents would rise in line with inflation. AB asked what may happen in the event of a "No Deal Brexit". DR advised the Bank of England's view was that there would be short term significant price increases before settling down, but that bookies were still predicting that Brexit wouldn't happen. The Loan portfolio showed all covenants covered and final payment would be April 2023.</p> <p>AG will check the submissions and liaise with Chiene &amp; Tait prior to approving them on the portal.</p> <p>Delegated authority was sought for Chair &amp; Corporate Services Officer to submit both returns, subject to the above amendments by Friday 28th June.</p> <table border="1"> <tr> <td><i>Proposer: Gordon Leitch</i></td> </tr> <tr> <td><i>Seconded : David Rose</i></td> </tr> </table> | <i>Proposer: Gordon Leitch</i>   | <i>Seconded : David Rose</i>   |
| <i>Proposer: Gordon Leitch</i>   |   |                                  |                                |
| <i>Seconded : David Rose</i>     |   |                                  |                                |
| 2.3                              | <p><b>AGM - Proposal Wednesday 11<sup>th</sup> September 2019</b> at The Maitlandfield House Hotel to invite CAB to be guest speaker, continuing focus on Welfare Reform mitigation</p> <table border="1"> <tr> <td><i>Proposer: Carol Widdowson</i></td> </tr> <tr> <td><i>Seconded : Jamila Greig</i></td> </tr> </table> <p>The proposed date of the 11<sup>th</sup> September was approved as it sits before the September long weekend and two Board members will be on holiday the following week. The Great Hall &amp; Ante Room at the Maitlandfield House Hotel have been provisionally booked for Wednesday 11<sup>th</sup> September.</p> <p>HM advised Jemiel Benison, CAB Manager was available and has agreed to do a short presentation on the services available to tenants including the help with benefits, financial health check and representation in court</p>  | <i>Proposer: Carol Widdowson</i> | <i>Seconded : Jamila Greig</i> |
| <i>Proposer: Carol Widdowson</i> |   |                                  |                                |
| <i>Seconded : Jamila Greig</i>   |   |                                  |                                |
| 2.4                              | Membership Applications - <i>if any</i> - None received   |                                  |                                |
|                                  |   |                                  |                                |
| <b>3.0</b>                       | <b>Items for consideration only</b> (no approval required)  |                                  |                                |
| 3.1                              | <b>Customer Services Quarterly Report</b> - 4 <sup>th</sup> Quarter ( <i>carried Over from May Meeting</i> )<br>The Board noted the contents  |                                  |                                |
| 3.2                              | <b>Regulation - Engagement &amp; Business Plan</b> - Update on Return to the Regulator<br><br>Dave Roberts confirmed there was no update  |                                  |                                |
|                                  |   |                                  |                                |
| <b>4.0</b>                       | <b>Items for noting</b> (no consideration or approval required)   |                                  |                                |
| 4.1                              | <b>Treasury Management Update</b> - Maturing Nationwide Bond Rollover: ( <i>carried over from May Meeting</i> )   |                                  |                                |

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|     | <p>AB advised the Board we have recently re-invested £300k with the Nationwide Building Society for a further 1-year fixed term (maturing June 2020). The rate is 1.10% an increase of 0.20% from last year.</p> <p>AG has been liaising with the Bank of Scotland regards the 32 Day Notice Account. She had raised a complaint with them a while ago which has resulted in them offering us a £250 goodwill gesture and they are willing to pay the difference in interest rates from our current Special Interest Bearings Account (SIBA) and their 32 Day Notice Account from 1<sup>st</sup> December 2018 (when the process started) - 8<sup>th</sup> July 2019 . AG to confirm with GR if he is happy to agree their offer of £1,338.16.</p> <p>On George's return AG will raise the requisite paperwork, the rate of this account is 0.75%</p> |
| 4.2 | <p><b>Governance - Governing Body Appraisals - Proposed for completion over July and August for report to end August Board</b></p> <p>AB asked the members to return the form advising of dates they <u>wouldn't</u> be available, to AG as soon as possible.</p>   |
| 4.3 | <p><b>Health &amp; Safety - Verbal Update: Need for asbestos removal from Prestonkirk loft confinement by follow-up surveys - tenders sought</b></p> <p>HM advised that we are obtaining prices from contractors which should be with us by end of next week. These shall be assessed following receipt. Tenants are aware asbestos debris has been found in the lofts and there will be significant disruption arranging its removal in order to comply with HSE regulation. Due to ceiling height its extremely unlikely tenants have ever accessed this space.</p>   |
| 4.4 | <p><b>Customer Services - Prize draw for this year's Any Changes survey</b></p> <p>1st Draw: –</p> <p>£75 ██████████ Haddington</p> <p>£50 ██████████ Elphinstone</p> <p>£50 ██████████ Gullane</p> <p>£50 ██████████ Elphinstone</p> <p>2nd Draw:</p> <p>£25 ██████████ Haddington</p> <p>£25 ██████████ Cockenzie</p> <p>£25 ██████████ Gladsmuir</p> <p>£25 ██████████ East Linton</p>   |
| 4.5 | <p><b>Insurance Policy - Update from SFHA</b> regards 2019/20 Certificate of Directors and Officers Liability Insurance</p> <p>DR asked for clarification on cover for Directors if they are on Board business and using their vehicle to give another Director a lift. HM asked that he send AG an email with the query for her to raise with the insurance company</p>  |
| 4.6 | <p><b>Regulation</b> - new publications available on SHR web or from the office:</p>  |

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| <b>5.0</b> | <ul style="list-style-type: none"> <li>• <b>AOCB - carried over from May Meeting</b></li> </ul>   |
| 5.1        | <p><b>Kitchen Improvement - Risk Assessment - Donna Wight</b><br/> HM advised kitchens were installed in line with Technical guidance available at the time. Eg extra wall clearance either side of cooker.<br/> Kitchen's were installed Spring 2018 and issue of regulation regarding burners requiring to be at worktop height first appeared on CP12s in January 2019.</p>  |
| 5.2        | <p><b>59 Market Street - Need for update -David Rose</b><br/> HM advised staff were aware of the Board's frustration with the lack of progress in making the property available. With other workload it has not been possible to prioritise this as yet but a start on clearance is scheduled to take place over the summer. Sensitive materials currently stored there need to be sorted between storage and disposal.</p> |
|            | <p><b>Next Meeting</b> - The meeting closed at 8.15pm.</p> <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee interim meeting Wednesday 31<sup>st</sup> July 2019 at 57 Market Street</li> <li>• Next Board Meeting will be held on Wednesday 28<sup>th</sup> August 2019.</li> </ul>  |

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| <b>ADOPTION OF THESE MINUTES PROPOSED, SECONDED AND THEREAFTER APPROVED BY THE DIRECTORS PRESENT AT A MEETING OF A BOARD OF DIRECTORS HELD ON 28<sup>th</sup> AUGUST 2019 TO BE AGREED</b> |                              |
| <b>Proposed By:</b><br>Name of Director  | <i>David Rose</i>            |
| <b>Seconded By:</b><br>Name of Director  | <i>Gordon Leitch</i>         |
| <b>Signed:</b><br>Chairperson or Vice Chairperson  | <i>Alan Brown (Chair)</i>    |
| <b>Date Signed:</b>  | 28 <sup>th</sup> August 2019 |