

Please note – these Minutes have been edited to remove any commercially sensitive or confidential discussions

ITEM 2

MELVILLE HOUSING ASSOCIATION LIMITED

Minute of the Board Meeting held on
Wednesday 22 January 2020
at 6.00pm in Board Room, Corn Exchange, Dalkeith

PRESENT: Caron Quinn
Glen Alexander
Donna Bogdanovic
Paul Cameron
Clare Marshall
Barbara Shearer
Bill Takhar

IN ATTENDANCE: Andrew Noble, Chief Executive
Morag MacDonald, Chief Operating Officer
Nancy Booth, Property & Allocations Manager (Item 6)
Mary Monteith, PA to Chief Executive (Minute)

C QUINN IN THE CHAIR

1a. CHAIR'S OPENING REMARKS

The Chair welcomed all to the first meeting of 2020. The Property and Allocations Manager was in attendance for Item 6 and the Chair sought approval to take this item after the Development Update (Item 3). Members agreed.

**Action
Required
Note**

DECLARATIONS OF ANY OTHER BUSINESS

1b.

Noted that there was no other business to be taken at the end of the meeting.

Note

DECLARATIONS OF INTEREST

1c.

Noted that the Chief Executive and Chief Operating Officer declared that they sit on the Board of Directors for Ironmills Developments Ltd. The Secretary of the Board serves as a

Note

	Tenant Representative. Staff members present also declared an interest in Item 5 – Pay award for staff and agreed to leave whilst members discussed this point in private.	Action Required
1d.	APOLOGIES	
	Apologies were received from David Bond, Andrew Dougherty and Sean Gillespie.	
2.	MINUTES OF PREVIOUS BOARD MEETING 11 DECEMBER 2019 AND MATTERS ARISING	
2.1	Noted that the Board agreed that these were a true and accurate minute of the meeting held on 11 December 2019. The minutes were approved by Glen Alexander and seconded by Clare Marshall.	Approve
	Matters Arising	
2.2	Noted that the Chief Executive gave members an update on the recent recruitment exercise for two Customer Service Assistants (one full time and one part-time) and advised that these two posts had been successfully filled and that our new staff joined us on 20 January 2020. <i>(Item 4.7 refers)</i>	Note
3.	DEVELOPMENT REPORT – COMMERCIAL IN CONFIDENCE	
3.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	Note
	<i>The Development Manager left the meeting at this point</i>	
6.	PROPERTY SERVICES PLANNED MAINTENANCE PROGRAMME AND BUDGETS FOR 2020/2021	
6.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	Note

GOVERNANCE REPORT		Action Required
4.1	<u>Noted</u> that the Chair highlighted the following:	Note
4.2	<u>Noted</u> that we have no Notifiable Events although there is a possibility that this may change with the Limekilns situation. Members confirmed that they were not aware of any to be raised.	Note
4.3	<u>Noted</u> that we have no complaints with the SPSO.	Note
4.4	<u>Noted</u> that with regards to Board Recruitment the Chief Executive advised he had been in touch with previously interested parties and that one has confirmed that they are still interested. It was noted that we are now advertising for new members. Informal meet and greet event will be held early in March if there is sufficient interest.	Note
4.5	<u>Noted</u> that Board attendance was down and the Chair reminded members that they can dial in. It was also pointed out that we are looking to increase our internet bandwidth which should allow members to use Skype for meetings.	Note
4.6	<u>Noted</u> members encouraged by Chair to attend training/conferences.	Note
4.7	<u>Noted</u> that the Summary of Actions from this year's Board Development Meetings had been updated and will remain as an appendix to the Governance Report. It was suggested that actions could be coloured co-ordinated to show progression of actions.	Note
4.8	<u>Noted</u> that the Schedule of Board Reports for the year was circulated. The Board Strategy Meeting on 19 February was highlighted.	Note
4.9	The Board noted the contents of this report	Note

5.	ANNUAL BUDGET AND RENT REVIEW 2020/21	Action Required
5.1	Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive	Note
6.	PROPERTY MAINTENANCE PROPOSED PROGRAMME BUDGETS 2020-2021	
	This item was taken earlier in the meeting	Note
7.	REGISTERS	
7.1	<u>Noted</u> that there were the following entries the Registers since the last meeting:	Note
	<ul style="list-style-type: none"> ▪ 11 entries in the Entitlements, Payments and Benefits Register – these were mainly gifts handed in at Christmas from contractors. These were raffled and raised £145 for Staff Charity – St. David’s Day Centre in Newtongrange. 	
7.2	<u>Noted</u> that there no entries in any of the other Registers.	Note
7.3	<u>Noted</u> that all Registers were available for review and were signed by the Secretary at the end of the meeting.	Note
8.	ANY OTHER COMPETENT BUSINESS	
8.1	<u>Noted</u> that there was no other competent business.	Note
9.	DATE OF NEXT MEETING	
9.1	<u>Noted</u> that the next scheduled meeting of the Board is Wednesday 18 March 2020 at 6pm – the Secretary gave her apologies for this meeting.	Note
9.2	<u>Noted</u> that the Board Strategy Meeting will be held on 19 February at 6pm.	Note