

# **MARYHILL HOUSING ASSOCIATION LIMITED**

**Minutes of the Special Management Committee Meeting  
Held on Tuesday 29th March 2011 at 6.30 p.m.  
In the Association's office at 45 Garrioch Road, Glasgow, G20 8RG**

## **PRESENT:**

Edith Ward, Chaired  
Les Currie  
Eleanor Brown  
Catherine Stylianou  
Billy McAllister  
Cllr Razaq

## **IN ATTENDANCE:**

Willy Briody  
Eleanor Biggs  
Lilian McPake, Minute-taker

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### **1.0 OFFICE SAFETY PROCEDURES INCLUDING COMMITTEE/STAFF HOME SAFELY**

- 1.1 **Fire Safety** – The main exits and assembly point were pointed out in the case of fire.
- 1.2 **Leaving the office** – person responsible is the Director
- 1.3 **Getting home safety** – Arrangements were agreed.

### **2.0 APOLOGIES**

- 2.1 Apologies were received on behalf of Lorain MacKinnon, Roy Greatorex, Cllr. Robert Winter, Martin Rhodes, John Kane and John Brown.

### **3.0 DECLARATION OF INTERESTS**

- 3.1 Nothing to declare.

### **4.0 BUDGET**

- 4.1 The Finance Manager presented the Budget for the year to 31<sup>st</sup> March 2012 to the Committee asking committee to ask questions during the presentation. The Balance Sheet, Income and Expenditure details, cash flow projects, rental income which reflected the 4% rent increase, repairs and maintenance were covered.
- 4.2 The Committee approved the Budget, moved by Catherine Stylianou and seconded by Les Currie.

### **5.0 MANAGEMENT PLAN 2011**

- 5.1 The Director asked Committee if they had any questions on the Management Plan for 2011 – 2012. He then explained Section 7 – Action Plans, which are prepared to enable the management of the association through SST. The action plans referenced DSST are

designed to develop the organisation through the SST disengagement period to ensure a successful transition as the Association takes on additional stock and staff.

- 5.2 Section 6 gives an Environmental Analysis which includes the work carried out during the Planning Day at Drymen attended by both Management Committee and Management Team.
- 5.3 The Committee approved the Management Plan, moved by Eleanor Brown and seconded by Edith Ward.

## **6.0 RULE CHANGE**

- 6.1 The Director tabled a report “Proposals for Governance” (MCM 01/03/11) which had been discussed previously by committee. At that meeting the Committee agreed there would be new area management committee. A decision has to be made on the two area committees, if members are elected from the board of management and the appointment of two Glasgow City Council councillors to sit of the board of management.
- 6.2 Lengthy discussion took place on why the Association should have area committees. It was agreed to make provision only for area committees at this stage and composition of the Board to be drawn from the general membership was also agreed. It was also agreed to have one Glasgow City Councillor on the board of management instead of the current two members.
- 6.3 Discussion took place on the size of the board of management which has to be discussed with the Regulator. A number of 15 board members with one Glasgow City Councillor attending was agreed.
- 6.4 It was felt that councillors can help with Association issues and Committee wished one councillor retained on the Committee.
- 6.5 Attendance at committee meetings was discussed and it was noted that other associations have a rule that if a committee member misses three committee meetings then they are no longer a committee member. The Association’s rule is miss committee meetings for four months and you are no longer a committee member unless there is a special reason.
- 6.6 Committee approved the above, moved by Eleanor Brown and seconded by Edith Wards.
- 6.7 The Committee would prefer committee members from areas.

## **7.0 OFFER OF A PERMANENT CONTRACT TO MEMBER OF STAFF**

- 7.1 The Director explained the situation concerning this staff member’s contract and Committee agreed to offer a permanent contract.
- 7.2 Approved by Committee, moved by Les Currie and seconded by Eleanor Brown.

**8.0 APPOINTMENT OF FINANCE OFFICER**

8.1 The Director advised Committee of the appointment of Lynne Gillespie as the new Finance Officer.

8.2 Approved by Committee, moved by Eleanor Brown and seconded by Edith Ward.

**9.0 ITEMS ARISING FROM REPORTS FOR INFORMATION**

9.1 There were no items to be discussed.

**10.0 A.O.C.B.**

10.1 There was no further business and the meeting closed at this point

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Lilian McPake  
30<sup>th</sup> March 2011