



**Meeting:** Notes of Board Meeting  
**Date and Time:** Tuesday 15<sup>th</sup> October 2024 @ 6.00pm  
**Venue:** Cardenden Office/Virtual

## IN ATTENDANCE

Nick Clark – NC (In Person)  
Colin McInnes – CMcI (In Person)  
Julie Watson – In Person  
Maryjane Elder – ME (In Person – Minutes)

## PRESENT

John Flynn – JF (Virtual) – Chair  
Tam Allan – TA (In Person)  
Andrew McDaniel – AMcD (In Person)  
Amanda Hay – AH (In Person)  
Bill Banks – BB (In Person)  
Shanana Beattie – SB (Virtual)  
Laura Millar - LM (In Person)

1.	<b>Election of Office Bearers</b> <ul style="list-style-type: none"><li>• John Flynn was re-elected as Chair (proposer TA, AMcD seconded)</li><li>• Nick Clark (NC) was re-elected as Secretary (proposer JF, TA seconded)</li><li>• It was proposed that a vice chair be elected. LM will consider and come back to us</li></ul>
2.	<b>Welcome &amp; Apologies for Absence</b> <ul style="list-style-type: none"><li>• AMcD agreed to Chair the meeting due to JF leaving early</li><li>• Everyone welcomed Bill Banks to the Board and introductions took place</li><li>• Apologies from – Caitlyn Reid, Tam Allan, Tom Dougan</li></ul>
3,	<b>Declaration of Interest in any Agenda</b> <ul style="list-style-type: none"><li>• N/A</li></ul>
4.	<b>Approval of Urgent Business Items for Consideration under A.O.C.B</b> None
5.	<b>Approval of Minutes from the previous Board Meeting (date)</b> <ul style="list-style-type: none"><li>• AMcD is no longer on the Board of Greener Kirkcaldy</li></ul> Shanana Beattie joined the meeting at this point

6.	<b>Matters Arising (Verbal)</b> None
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7.	<b>Health &amp; Safety (Verbal)</b> <ul style="list-style-type: none"> <li>• Landlord Safety Manual (LSM) review now received, fire risk assessments for Bowhill area to be carried out.</li> <li>• Fire doors to common stairs and areas will be tested with a report being brought back to the Landlord Safety Committee</li> <li>• Landlord H&amp;S Meeting to be held end of Oct, report will come back to FARM meeting</li> </ul>
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**For Approval**

8	<b>Confidential Paper (circulated (separately))</b> <b>Further discussion to be held and feedback provided to Board at next Board Meeting.</b>
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9	<b>New Bank Loans</b> <ul style="list-style-type: none"> <li>• NC spoke previously with TD. TD would like us to postpone the New Bank Loan proposal until FARM meeting in November.</li> <li>• Thoughts on this paper were welcomed and will be taken back to the next FARM meeting</li> </ul> <b>The Board noted the content of this paper</b>
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10.	<b>Applications for Membership (Verbal)</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
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11.	<b>Annual Assurance Statement</b> <ul style="list-style-type: none"> <li>• LM asked if there were any risks found that needed investigation – there are none.</li> </ul> <b>The Board agreed for the Annual Assurance Statement to be signed by our Chair</b>
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12.	<b>Association Standing Orders, Code of Conduct &amp; Declarations of Interest</b> <ul style="list-style-type: none"> <li>• Standing Orders – approved by the Board</li> <li>• Code of Conduct – this will be re-presented to the Board for review and signing due the a revised copy being received on 14/10/2024 from SFHA</li> <li>• Declaration of Interest – The Board Members present at the meeting signed the form, the remaining members still to sign</li> </ul> <b>The above were approved in principle with any slight amendments to be made</b>
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13.	<b>Board Meeting Dates (2024 – 2025)</b> <b>The Board agreed to the proposed meeting dates</b>
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<b>14.</b>	<b>Policies for Approval (circulated separately)</b> <ul style="list-style-type: none"> <li>• <b>Membership Policy</b> <ul style="list-style-type: none"> <li>• Does not mention if staff are allowed to become members – to be checked</li> </ul> </li> <li>• <b>P003 Water Systems &amp; Legionella Policy</b></li> <li>• <b>P004 Gas Safety Policy and Management</b> <ul style="list-style-type: none"> <li>• Statutory performance to be added - AH to send a note of the wording on gas statutory</li> </ul> </li> <li>• <b>P005 Acquisition &amp; Disposal Policy</b> <ul style="list-style-type: none"> <li>• All housing acquisition, need more detail added on this</li> <li>• Threshold value of acquisitions – this comes to Board for approval.</li> <li>• Disposal can also be a lease, not just a sale</li> </ul> </li> </ul>
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### Manager Reports

<b>15.</b>	<b>CEO Report</b> <b>Fife Housing Emergency</b> <ul style="list-style-type: none"> <li>• Work on Fife Housing Emergency – more meetings lined up. Mixed responses from Stakeholders. No action plan as yet for Housing Support, Housing Options and Housing Management</li> <li>• Draft recommendations to go to Fife Council Committee on 5<sup>th</sup> Dec</li> <li>• Council reviewing Allocations Policy and Housing Emergency Plan</li> <li>• Council recognise the need to simplify the Allocation Policy</li> </ul> <b>Governance</b> <ul style="list-style-type: none"> <li>• Training for Board through SHARE</li> <li>• Strategy Day in January 2025 – selection of dates to be provided</li> <li>• Nominated for Green Apple</li> <li>• Events were successful (Highland Games and Big Summer Sit Doon)</li> </ul> <p>The Board considered and noted the content of this report</p>
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<b>16.</b>	<b>Finance Director Report</b> <ul style="list-style-type: none"> <li>• NC - Take as read and any queries to be taking back to DR</li> </ul> <p>The Board considered and noted the content of this report</p>
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<b>17.</b>	<b>Housing Manager Report</b> <b>CMcl discussed the housing report.</b> <ul style="list-style-type: none"> <li>• Factoring – Meeting being held 6th November – not 7<sup>th</sup> November</li> <li>• Getting To Know You survey is on-going</li> <li>• Rent review with 8 tenants - need to explain is it measurable, tangible, understandable</li> <li>• Services charges re-instated for common flats, impact would be the same just shared differently</li> <li>• Audits were favourable</li> </ul> <p>BB - Any advice asked from our Lawyers on being precluded from delivering a factoring service?  CM to check and feedback</p> <p>The Board considered and noted the content of this report</p>
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<b>18.</b>	<p><b>Development &amp; Asset Manager Report</b></p> <p><b>Fabtech Site</b></p> <ul style="list-style-type: none"> <li>• Things are moving in the right direction</li> <li>• Expect secured funding approval to start on site 2026-2027</li> <li>• We secured additional £300K of Vacant and Derelict Land Funding (VDLF)</li> </ul> <p>AMcD – what would happen if project didn't go ahead? - OHVA would be responsible</p> <p>AH – Any way to get any properties on site during 2025? - Cuts have caused this to be delayed and challenging although it is a priority.</p> <p><b>Rosewell Drive</b></p> <ul style="list-style-type: none"> <li>• Gap site at Rosewell Drive x 15 units that can hopefully be squeezed into next year's programme. To be taken forward by Kingdom HA</li> </ul> <p><b>Repairs &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Toolbox on Gas Servicing Reports being held with Corgi, our contractor and staff members</li> <li>• Funding for Medical Adaptations was granted at £20,000 for 2024-2025</li> <li>• Identified 2 tenants where we have installed low level showers through the component replacement instead of wet floor showers. This is working well for both tenants</li> </ul> <p>The Board considered and noted the content of this report</p>
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<b>19.</b>	<p><b>Enterprise &amp; Sustainability Report</b></p> <ul style="list-style-type: none"> <li>• Unsuccessful with support from the Scottish Government's Heat Network Support unit for funds towards the feasibility study for a district heating network in Cardenden</li> <li>• Engagement with Energy Scotland have a separate local heat development programme – joint application with Cardenden Community</li> <li>• Social Housing Net Zero Standard – should be clarified later this year</li> </ul> <p>The Board considered and noted the content of this report</p>
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For Noting

<b>20.</b>	<p><b>Board SharePoint System (Verbal)</b></p> <p>Steffy Smith will deliver the Board SharePoint System training at the November Board meeting</p>
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<b>21.</b>	<p><b>Any Other Competent Business</b></p> <ul style="list-style-type: none"> <li>• Board induction dates to be arranged</li> </ul>
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<b>22.</b>	<p><b>Date of Next Meeting(s)</b></p> <ul style="list-style-type: none"> <li>• FARM – 5<sup>th</sup> November 2024</li> <li>• Board – 19<sup>th</sup> November 2024</li> </ul>
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Chair

