



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 26th August 2020

Please note that these minutes have been edited to remove any information relating to personal/confidential/commercially sensitive or of a personal nature.

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of Special Board of Management Meeting

Held on Wednesday 26th August 2020 at 2.00 pm via Microsoft Teams



Present	In Attendance
Janet Strang (Chair)	Frank Sweeney, Group Chief Executive
June Fenelon	Fettes McDonald, Financial Consultant
John Nisbet	Allison McColl, Executive Director of Finance & Corporate Services
Willie Gibson	Lesley McPhee, Finance Manager
Lesley Keenan	Thomas Bates, French Duncan LLP, Chartered Accountants
Elizabeth Shedden	Tony Sinclair, French Duncan LLP, Chartered Accountants
Brian McCabe	Elaine Nimmo, Minute Secretary
Brenda Johnstone	Kirsteen Wyllie, Administrative Assistant
John Kelly	
Margaret Davison	

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
1.	<p>Apologies Apologies were received from Cllr Reid, Cllr Miller, Liam Loudon and Drew Hall.</p>	
2.	<p>Chairperson's Remarks</p> <ol style="list-style-type: none"> 1 The Chair asked all Members to mute their microphones unless they wish to speak and to say their name prior to speaking. 2 The Chair asked all Members to ensure that their mobile phones are switched off. 3 As there were confidential items on the Agenda the Chair read out the following confidentiality statement: <p>In compliance with the Regulatory Code of Governance and Board Members' Code of Conduct all items detailed in this notice as being confidential and associated papers are strictly confidential and should not be discussed with any external party either prior to or after said meeting by any Member of the Board of Management.</p> <p>In terms of good governance all members should note that when the director/officers are giving or presenting their report that there will be no interruptions to allow them to finish their reports. Questions can be asked after the presentation.</p> <p>The Chair welcomed Thomas Bates and Tony Sinclair of French Duncan LLP, Chartered Accountants to the meeting.</p>	
3.	<p>Declaration of Interest None.</p>	
4.	<p>Requirement of the Writing (Scotland) Act 1995 None.</p>	

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PRIORITY RED – SECTION 2 – IMPORTANT ITEMS MUST BE TAKEN		ACTION
<p>5.</p> <p>Annual Accounts to 31st March 2020 The Financial Consultant proceeded to go over the annual accounts with the Board in detail.</p> <p>The Chair asked if there were any questions. The Group Chief Executive Officer asked the Financial Consultant his opinion on the final accounts. He advised that he was happy with the figures and a good set of accounts with no concerns.</p> <p>The Board unanimously approved the annual financial statements for the year 1st April 2019 to 31st March 2020 subject to minor amendments.</p> <p>The Group Chief Executive Officer referred members to page 8 of the accounts and sought agreement of the resolution to re-appoint the auditors, French Duncan LLP, Chartered Accountants, who will be proposed at the Annual General Meeting on 9th September 2020. The Board of Management agreed this.</p> <p>Audit Report & Management Letter Tony Sinclair of French Duncan referred Board members to the previously circulated report. He highlighted this was their first year carrying out an Audit for CHA which is always harder in any instance but particularly this time due to the ongoing pandemic and having to work remotely. He proceeded to go over the Audit Report in detail.</p> <p>The Board noted that the Management Letter will be amended as discussed.</p> <p>Letter of Representation The Financial Consultant referred members to the previously circulated draft 'Letter of Representation'.</p> <p>The Board approved the Letter of Representation as presented.</p>	<p>CEO</p> <p>FD</p>	
<p>6.</p> <p>Yearly closed-door Session with External Financial Auditor The Chair asked all CHA staff to leave the meeting while the Board had a closed discussion with the External Auditors.</p> <p>The Auditor reiterated that there was nothing of real concern and referred to the Management Letter around the issue of adjustments made to accounts which were possibly historical and waiting to be reconciled. He stated he was happy with what CHA is proposing to do.</p> <p>The Chair asked if Board members had any questions. There were no questions. The Chair thanked Tony and Thomas for all their hard work and hoped that they can meet them face to face in the future.</p>		
PRIORITY ORANGE – SECTION 3 – ITEMS TO BE TAKEN, TIME PERMITTING		ACTION
	None.	

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PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY	ACTION
None.	

The Meeting then closed at 3.40 pm.

	Signature	Date
Approved to Proceed to Chairperson for Sign-Off:		
Approved for Circulation By:		
Proposed By:		
Seconded by:		