Meeting:	**Board Meeting**
Date and Time:	**Tuesday 20th May @ 6.00pm**
Venue:	**Cardenden Office/Virtual**

IN ATTENDANCE

Nick Clark (NC) – Present
Colin McInnes (CM) – Present
Dave Roberts (DR) – Present
Tommy Braid (TB) – Present
Maryjane Elder (ME) – Present (Minutes)

PRESENT

John Flynn (JF) – Present (Chair)
Andrew McDaniel (AM) – Present (Vice Chair)
Tom Dougan (TD) - Present
Laura Miller (LM) - Present
Amanda Hay (AH) - Virtual
Bill Banks (BB) - Present
Tam Allan (TA) – Present
Shanana Beattie – Present

1.	**Welcome & Apologies for Absence** **None. CR did not attend**

2.	**Declaration of Interest in any Agenda** **None**

3.	**Approval of Urgent Business Items for Consideration under A.O.C.B** **None for approval**

4.	**Approval of Minutes from the previous Board Meeting (18/03/25)** **Agreed by all Board**

5.	**Matters Arising** **None**

6.	**Health & Safety (Verbal)** H&S Policy Statement – reminder to sign form if not already done so H&S Board Responsibilities – reminder to sign form if not already done so H&S Comm meeting to be held at the end of June and any issues reported back

	The Board noted the verbal update

For Approval

7.	**Annual Return on the Charter – ARC (Verbal)** SHN carried out a validation on our draft ARC data. A few minor changes are required before we will submit to the Board for approval. Once approved we shall submit on the SHR portal, submission date by 31st May 2025 **The Board noted the verbal update**

8.	**RBS Loan** Progressing with the conclusion of the new RBS loan. Agreeing the amendments to the facility agreement are progressing with TC Young with final copies being provided for necessary sign off by the Board. 6 different schedules will be required to be signed by the Board. JF and AMcD agreed to sign the papers We may need to come back to the Board at the June meeting if a formal meeting is required as a virtual meeting may not be accepted. **Board noted this report and approved the Loan**

9.	**Five Year Financial Projections (FYFP)** Required to submit our forecast to the Regulator for the next 5 years which need to be approved by the Board and submitted by 31/05/25. FYFP is looking positive Forecast looks good although need to closely monitor cashflow Net Zero is the unknown at present and what this will cost – a short discussion was held on this as we await clarity on targets, measurement metrics and funding options. **The Board approved the FYFP for submission to SHR**

10.	**Loan Portfolio Return** SB joined the meeting DR summarised the papers

	The Board approved the Loan Portfolio Return for submission to SHR

11.	**Q4 Management Accounts** DR summarised the papers including: Void maintenance costs were higher than budgeted Reactive Repairs were higher than budgeted Salaries were lower than budget **The Board approved the Q4 management accounts**

Manager Reports

12.	**CEO Report** NC summarised his report Our consultants ReHeat have completed the feasibility study for our district heating project. We hosted a stakeholder presentation on the 14th of April and made a presentation to the Cardenden Community Development Forum. We are now exploring options for funding a full technical feasibility and financial appraisal. **The Board noted content of this report**

13.	**Housing Manager Report** **CM gave a summary on the paper** The Terms of Reference for the FHR Management Group have been agreed with the objectives being to complete a review and re-evaluation of the Common Assessment of Need; and seek potential agreement on a Common Allocation Policy and Lettings Plan framework for Fife with recommendations to be brought forward for review and implementation We will engage with councillors make sure they have our prospective on this proposal – NC to progress Ore Valley HA have agreed to review our allocation quotas to include a minimum of 2 x lets per year for care experienced young people who are working with the Fife House Project. **The Board agreed with the change to the quota and the content of this report**

14.	**Corporate Support Manager Report** ME gave a summary on the paper **The Board agreed on the content of the paper** **The Board agreed to the policies and the content of the paper**

15.	**Finance Director Report** April 2026 – re-start of the pension deficit payments, payments have not yet been agreed **The Board noted the content of the paper**

16.	**Tenant & Property Services Manager Report** TB summarised the paper Bowhill Miners Institute – Handed over almost a year ago, defect visit took place and a pleasant outcome as there are very few issues. Flooded property at 4 Whitehall Crescent - quote requested from Hatrick Bruce to allow services to be run to the property BB – do we have a policy on MTR when vacant. TB -Appraisal done and if there will be a high spend on upgrading the property we would look to sell it **The Board noted the content of the paper**

For Noting

17.	**Information Papers** **N/A**

18.	**Any Other Competent Business** **N/A**

18.	**Date of Next Meeting(s)** • **Board Meeting – 17th June 2025** • **FARM Meeting – 5th August 2025** • **Subsidiary Board Meeting – 14th August 2025**