

**Willowacre Trust Board**  
**Hybrid Meeting via Microsoft Teams and Camlachie Boardroom**  
**Minutes**  
**Tuesday 21<sup>st</sup> November 2023**

<p><b>Present: Elaine Davidson (Chair), Angel Devine, Shayron Young, Robert Campbell</b></p> <p><b>In Attendance:</b> Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services), Donna Paton (Director of Finance – until item 5), Julie Thomson (Finance Manager), Susan Speirs (Senior Customer Services Assistant)</p> <p>The Director of Finance advised that she would have to leave the meeting at 4.30 pm but would present her report when she returned.</p>	
<p><b>Appointment of Office Bearers</b>  Elaine Davidson agreed to be Chair of the WT Board. This was approved by the Board.  Angela Devine agreed to be Vice-Chair of the WT Board. This was approved by the Board.</p>	
<p><b>Apologies</b>  Apologies were received from Nairn McDonald, Angela Fulton and Chris Millborrow</p>	
<p><b>Disclosure of Interests</b>  Robert Campbell and Elaine Davidson declared an interest in West of Scotland Housing Association.</p>	
<p><b>1. Approval of Minutes</b>  The minutes of the previous meeting of 15<sup>th</sup> August 2023 were approved as a true and accurate record. They were proposed by Robert Campbell and seconded by Elaine Davidson.</p>	<b>Approved</b>
<p><b>2. Matters Arising</b>  The Board noted the matters arising.</p>	<b>Noted</b>
<p><b>3. Operational Report</b>  In the absence of the Community &amp; Support Services Manager the Director of Housing &amp; Community Services gave an update on the operational report.</p> <p>He advised that the new handyperson had now started and the team are working through the backlog of referrals. One of the social work students has now finished their placement but there is another student in place.</p> <p>The new wellbeing advisor has started and will work closely with tenants identified via the cost of living survey results on providing support for them. A new energy assistant and money advice worker have also started.</p>	

<p>The Director of Housing &amp; Community Support Services advised the board that the focus now is on the Christmas activities which are coming up. We will also be helping tenants with energy advice and food referrals.</p> <p>Angela Devine advised that the application for Cash for Kids is now open and she offered to help with this. The Director of Housing &amp; Community Support Services advised that the team are currently looking at this.</p> <p>Shayron Young noted that there were more referrals coming in from other areas that the Association operates in rather than just the Glasgow area.</p> <p>The Board noted the contents of this report.</p>	<b>Noted</b>
<p><b>4. Development Report</b></p> <p>In the absence of the Community &amp; Support Services Manager the Director of Housing &amp; Community Services gave an update on the Development report.</p> <p>He advised that the land at the rear of the garden site at Mountainblue Street is not currently for sale.</p> <p>There are currently wellbeing programmes which are being run at the community hub at Ashley Street. These courses have been funded through GCVS.</p> <p>The Board noted the contents of this report.</p>	<b>Noted</b>
<p><b>5. Management Accounts</b></p> <p>The Finance Manager advised the board that this report provides details of the performance of WT for the six month period to 30 September 2023.</p> <p>There is a small surplus of £2,000 against a budgeted surplus of £9,000. Both the income and expenditure levels are below budget.</p> <p>The Finance Manager advised that the Trust has sufficient cash to carry out its intended activities.</p> <p>The Board noted the contents of this report.</p> <p>The Director of Finance left the meeting at this point.</p>	<b>Noted</b>
<p><b>7. Risk Management Report</b></p> <p>The Director of Corporate Services gave an update on the strategic risk register. There have been no significant changes to the strategic risks.</p>	

<p>The highest strategic risk is still managing our financial position. There are no significant operational risks.</p> <p>The Board noted the contents of this report.</p>	<p><b>Noted</b></p>
<p><b>8. WSHA Update Report</b>  The Director of Housing &amp; Community Services gave an update on the key activities being undertaken by WSHA.</p> <p>He advised that that 61% of the actions on the cost living action plan have been completed.</p> <p>The report on the impact of the CCHA transfer on WOSHA stated that there had been no direct impact on the day to day operational matters of the Association.</p> <p>The Board Expenses Policy had been updated and a new Volunteer Policy had been drawn up.</p> <p>The Board noted the contents of this report.</p>	<p><b>Noted</b></p>
<p><b>9. Governance Update Report</b>  The Director of Corporate Services gave an update in respect of governance matters.</p> <p>All the appraisals have been carried out for Board members apart from one. A date will be arranged for this. The Director of Corporate Services gave the Board the feedback from the appraisals.</p> <p>The Scheme of Delegation and the Chair and Vice Chair role descriptions have been reviewed in line with the proposed schedule. Minor changes have been made to the Scheme of Delegation. There were no changes to the Chair and Vice Chair role descriptions.</p> <p>The Director of Corporate Services advised that we will be looking to recruit two new members to the Board in the new year following the resignation of Lindsey Cairns and Peter Scott. We will be looking to recruit people who have finance and third sector/charity experience.</p> <p>The Board noted the contents of this report, approved the proposed documents details in the report and approved the proposals for Board recruitment.</p>	<p><b>Action</b></p> <p><b>Noted &amp; Approved</b></p>
<p><b>10. WT Business Plan &amp; Funding Strategy</b>  The Director of Housing &amp; Community Services advised that good progress has been made with the WT Business Plan Action Plan.</p>	

<p>64% of the actions have been completed and there are none that have still to be started.</p> <p>At the last meeting there was a discussion about the review of the Business Plan as a new plan is required from April 2024. Following discussion, it was agreed that a review meeting will take place on Friday 19<sup>th</sup> January 2024 between 10 and 12 pm. This can either be via teams or in person. The Director of Housing &amp; Community Support Services will send invites out to the Board.</p> <p>The Board noted the contents of this report and agreed a date of 19<sup>th</sup> January 2024 to review the Business Plan.</p>	<p><b>Noted &amp; Approved</b></p>
<p><b>6. 2024-25 Draft Budget</b> The Finance Manager presented the budget report</p> <p>The Finance Manager informed the Board that the draft budget shows a small surplus of £1,000 for the year to March 2025. She advised that the budgeted income increases by £77,000 to £825,000 from the 2024/24 figure.</p> <p>The Board approved the draft budget as the final budget for the year to 31 March 2025.</p> <p>The CEO advised that with regard to the energy costs for the Community Centre, the Association was looking at fitting solar panels to the roof and was looking into funding for this. These panels had already been fitted to the WOSHA building which has had a positive effect so far.</p>	<p><b>Approved</b></p>
<p><b>AOCB</b> There was no other business.</p> <p>The meeting ending at 4.55 pm</p>	
<p><b>Date of Next Meeting</b> The date of the next meeting will be Tuesday 20<sup>th</sup> February 2024</p>	

