

**Willowacre Trust Board  
Hybrid Meeting via Microsoft Teams and Camlachie Boardroom  
Minutes  
Tuesday 20<sup>th</sup> February 2024**

<p><b>Present: Angela Devine (Chair), Shayron Young, Robert Campbell, Chris Milborrow</b></p> <p><b>In Attendance:</b> Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services), Valerie Wilson (Director of Finance), Julie Thomson (Finance Manager), Susan Speirs (Senior Corporate Services Assistant).</p>	
<p><b>Apologies</b> Apologies were received from Elaine Davidson, Angela Fulton and Nairn McDonald</p>	
<p><b>Disclosure of Interests</b> Robert Campbell declared an interest in West of Scotland Housing Association.</p>	
<p><b>1. Approval of Minutes</b> There were a couple of corrections to the minutes:-</p> <p>Under Present “Angel Devine” should read “Angela Devine”.</p> <p><u>Item 6 – 2024-25 Draft Budget</u> In the second sentence of the second paragraph the 2024/24 figure should read “2023/24 figure.</p> <p>With these corrections the minutes of the meeting of 21<sup>st</sup> November 2023 were approved as a true and accurate records. They were approved by Shayron Young and seconded by Robert Campbell.</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> The Community &amp; Support Services Manager gave an update on the Operational Report.</p> <p>She advised that two new social work students have started on placement. The Wellbeing Advisor is leaving at the end of February. We are awaiting a decision regarding further funding before we recruit. The Community Hub Co-ordinator is leaving at the end of March and again we are awaiting on a decision regarding funding. The Older Persons Co-ordinator is also leaving at the end of February and recruitment for this will start once we know the outcome of the funding for the Thriving Places Project.</p>	

<p>Robert Campbell asked Linda if it was just a coincidence that there were so many resignations recently or if there was any correlation. Linba confirmed that the resignations are unrelated.</p> <p>The Community &amp; Support Services Manager advised that there have been 89 referrals for tenancy sustainment over the three month period. There has also been a steady stream of referrals for money advice. The team are still working their way through the list of tenants who responded to the cost of living survey who are looking for support.</p> <p>There have been 45 referrals for food parcels over the period October to December.</p> <p>17 starter packs were given out over the period October to December and we have secured additional funding to meet the demand for this service.</p> <p>Referrals have been high for our energy advice service. Some additional funding has been achieved to help with this demand.</p> <p>The Board noted the contents of this report.</p>	<b>Noted</b>
<p><b>4. Development Report</b></p> <p>The Community &amp; Support Services Manager presented this report.</p> <p>She advised that additional funding had been received for Mountainblue Street and that slabbing training is due to take place for the Community Garden volunteers and other members of the community.</p> <p>A feasibility study is currently underway to look at the possible purchase of the Albany Centre in the Woodlands area. The Board will be kept informed of what is happening with this.</p> <p>The Community &amp; Support Services Manager updated the Board on other ongoing projects of Willowacre Trust.</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 presented the Management Accounts for the nine month period up to 31<sup>st</sup> December 2023.</p> <p>She advised that the accounts show a surplus of £11.7k for the period compared to a budgeted surplus of £6.4k.</p> <p>The cash at the end of December 2023 was £280k which was down £9k from the last quarter. The Finance Manager informed</p>	

<p>the Board that the Trust has sufficient funds to carry out its intended activities.</p> <p>The Board noted the contents of the Management Accounts for the nine month period to 31<sup>st</sup> December 2023.</p>	<b>Noted</b>
<p><b>6. 2024-25 Draft Budget</b> The Finance Manager presented this report.</p> <p>The Board approved the draft budget for 2024/25 in November of last year which included a proposed salary increase of 5%. EVH had advised that the proposed increase was going to be 5.5% and this updated draft budget shows the revisions made to incorporate this increase. We have now been informed that this offer has been rejected and we are uncertain what is going to happen.</p> <p>The 0.5% increase has resulted in an additional £3.2k in staffing costs and therefore the surplus for the year has decreased by £307 to £640 because of this increase.</p> <p>Shayron Young asked when we would know what the actual increase will be. The Finance Manager advised that we may not know this until after the start of the new financial year and that an adjustment would need to be made once we knew what the increase was going to be.</p> <p>The Finance Manager advised that the board would be informed once we know the outcome of the salary negotiations.</p> <p>The Board agreed to approve this draft budget as the final budget incorporating the 5.5% salary increase subject to revision once the new salary increase is known.</p>	<p><b>Action</b></p> <p><b>Approved</b></p>
<p><b>7. Risk Management Report</b> The Director of Corporate Services presented the Risk Management Report.</p> <p>The Director of Corporate Services advised that the unable to manage our financial position risk still remains a high risk and the board will be kept informed of any significant update in respect of the Thriving Places funding.</p> <p>With regard to the governance risk we are currently carrying out a recruitment campaign for new board members and the board will be kept updated on this. The risk score may increase for this depending on the outcome of our recruitment.</p> <p>The Director of Corporate Services advised the Board that there has been increase in absence and turnover this quarter which has impacted on staff morale and workload, it is therefore proposed</p>	



It is also proposed to remove Donna Paton from the current account and add Valerie Wilson.

The Board approved the changes to the bank signatories.

There was no other business.

The meeting ended at 16.55 pm.

**Approved**

**Date of Next Meeting**

The date of the next meeting will be Tuesday 21<sup>st</sup> May 2024