

# NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

**Minutes of the Management Committee Meeting held in the office of North View Housing Association, 29A Stravanan Road, Castlemilk, GLASGOW, G45 9LY and via MS Teams at 6.15pm on Wednesday 30<sup>th</sup> August 2023**

## 1.0 Present

Iris Robertson (Chairperson)  
Alex Bruce  
Josephine Deacon (Vice Chairperson)  
Jim Dougherty  
Audrey Laird (Secretary)  
Wilma McCubbin  
Michelle McNulty  
Sarah Jayne Newman

In Attendance:

Alison Main (Director)  
Julie Roy (Corporate Services Officer)  
Fettes McDonald (FMD Financial Services)  
Stuart Beattie (CT) (rebranded from Chiene  
+ Tait)

## 2.0 Apologies

- 2.1 Apologies were received from Geraldine Baird and William Hamilton.
- 2.2 Iris Robertson (Chairperson) had advised prior to the meeting that she would arrive late to the meeting. It was agreed that Josephine Deacon (Vice Chairperson) would Chair the meeting until her arrival.

## 3.0 Declaration of Interest

- 3.1 It was noted that Audrey Laird is a member of the Management Committee of the Birgidale Complex and a member of Castlemilk Community Council; and that Iris Robertson is a member of Castlemilk Community Council, and a member of the Management Committee of the Birgidale Complex.

## 4.0 Auditor's Report

- 4.1 FMD Financial Services' paper '*Annual Accounts Approval*', together with the relevant attached documents - '*Report and Financial Statement for the Year Ended 31 March 2023*', '*Summary Reconciliation between Surplus Reported in Management Accounts and Final Audited Accounts*', '*Draft Response to Auditors Report*' and '*Letter of Representation*', were circulated to the Management Committee prior to the Meeting.
- 4.2 Fettes McDonald explained the content of the paper and provided detail commentary on the content of the '*Report and Financial Statement for the Year Ended 31 March 2023*'.
- 4.3 The External Auditor's '*Audit Summary Report*' for the year ended 31 March 2023 was also circulated to all Management Committee members prior to the Meeting.

**Action**

- 4.4 Stuart Beattie, from CT, was introduced and he explained the purpose of the report, which summarises the External Auditor's key findings in connection with the Audit of the Association's financial statements and discussed its content in detail with the Management Committee.
- 4.5 The Management Committee noted the content of the report.
- 4.6 Stuart confirmed that no control weaknesses were identified, and an unqualified audit opinion has been provided.
- 4.7 Stuart also highlighted that the '*Registered Social Landlord Update June 2023*' (also included in the papers) provides information in relation to current issues facing the RSL sector and other changes and matters affecting housing organisations.
- 4.8 The Management Committee considered the following recommendations (as set out in section 1 of the '*Annual Accounts Approval*' paper):
- That the Management Committee approves the Annual Report and Financial Statements for the year ended 31 March 2023;
  - That the Management Committee considers and discusses the Management Letter from the External Auditor in respect of their audit to 31 March 2023;
  - That the Management Committee agrees to sign the draft response to the Management Letter;
  - That the Management Committee agree to sign the draft Letter of Representation to be issued to the External Auditors.
- 4.9 After discussion, it proposed by Josephine Deacon that these recommendations be approved. This motion was seconded by Audrey Laird and unanimously agreed by the Management Committee.
- 4.10 Iris Robertson joined the meeting.
- 4.11 Stuart Beattie and Fettes McDonald left the meeting.
- 4.12 The Report and Financial Statements for the year ended 31 March 2023 and letters were signed by the Chairperson, Vice Chairperson, and Secretary. The Director will forward the signed documents to FMD Financial Services.

Dir

## **5.0 Any Other Competent Business**

- 5.1 There was no other competent business.

## **6.0 Date and time of next Meeting**

- 6.1 The next Meeting of the Management Committee of North View Housing Association will be held on Wednesday 20<sup>th</sup> September 2023, immediately following the Annual General Meeting.
- 6.2 The meeting ended at 6.50pm.

Signed (Chairperson)

Date