

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

<p><b>Present: Elaine Davidson (Chair), Angela Devine, Lindsey Cairns, Robert Campbell, Peter Scott (until item 10)</b></p> <p><b>In Attendance:</b> Brian Gannon (CEP), Jennifer Cairns (Director of Corporate Services), Donna Paton (Director of Finance), Linda Allan (Community &amp; Support Services Manager), Susan Speirs (Senior Corporate Services Assistant)</p>	
<p><b>Apologies</b>  Apologies were received from Angela Fulton, Chris Millborrow and Shayron Young</p>	
<p><b>Disclosure of Interests</b>  Elaine Davidson and Robert Campbell declared an interest in West of Scotland Housing Association.</p>	
<p><b>1. Approval of Minutes</b>  On page 3 of the minutes Angela Devine had asked the Director of Finance if the efficiency review had been carried out. The Director of Finance advised that this had been undertaken as part of the budget setting.</p> <p>The minutes were then approved as a true and accurate record. They were proposed by Angela Devine and seconded by Peter Scott.</p>	<b>Approved</b>
<p><b>2. Matters Arising</b>  The Board noted the actions completed from the matters arising.</p>	<b>Noted</b>
<p><b>3. Operational Report</b>  The Community &amp; Support Services Manager provided an update to the Board on operations and performance.</p> <p>She advised that the new Community Services Officer started in post on 20 February. The Community &amp; Support Services Assistant has returned from her secondment and the team are benefiting from her experience in the Customer Service Team. The Thriving Place Community Worker post has been filled by an internal candidate.</p> <p>She advised that we are meeting the targets in the report with the exception of loaning out of digital devices.</p> <p>An update was provided on progress with the BP Action Plan and all noted the good progress being made.</p> <p>The Board noted the contents of the report.</p>	<b>Noted</b>

#### **4. Development Report**

The Community & Support Services Manager gave an update on the current and ongoing projects and the funding developments. She advised that they are still awaiting the outcome of the funding bid for the vacant land behind the community garden.

The Board thanked Linda and her staff for all the hard work they have put in to getting the funding.

The Board noted the contents of the report.

**Noted**

#### **5. Management Accounts – Q3**

The Director of Finance presented the management accounts for the nine months to 31 December 2022. She advised that there was a deficit for this period of £10,000 against a budgeted surplus of £5,000. She advised that this deficit is due to the increased heating and lighting charges for this period. She advised that it is anticipated that the heating and lighting charges will be approximately £48,000 over budget by the end of the financial year. She advised that we had moved to the same utility supplier as West of Scotland but at the moment cannot get access to any deals.

Chris Millborrow had emailed to express his concern at the deficit forecast by the end of March 2023 as he was unable to attend the meeting.

She advised that the income and expenditure levels were below budget and that the cash reserves at the end of December was £266,000. If the energy costs continue to rise then the reserves will reduce by £48,000. The reserves are sufficient to cover the overspend in the current year and budgeting for next year has considered and incorporated the increase in energy costs. As such this is a one off in the current year. The costs will be monitored closely going forward.

The Community & Support Services Manager advised that they were looking at getting a grant to change the heating system in the Community Centre in order to make it more efficient.

The CEO advised that if you take the heating and lighting charges out it showed a positive picture.

The Board noted the financial accounts for the nine month period up to 31 December 2022.

**Noted**

<p><b>6. Revised Budget 2023/24</b></p> <p>The Director of Finance provided the Board with an update on the proposed changes to the approved budget for the financial year to 31 March 2024.</p> <p>She advised that additional grant funding of £60,000 had been received since the original budget was done. This is offset by a reduction in recharge income of £18,000 from WSHA in relation to staffing costs. The salary increase from 1 April 2023 has been agreed at 5.25% instead of the 9% which had been budgeted for and this has resulted in a saving of £21,000 in staffing costs. The heating and lighting expenditure has been increased by £33,000 from £50,000 to £83,000 due to the increase in costs. Additional project expenditure of £29,000 has been added in recognition of additional grant received. With these changes the anticipated surplus has increased from £279 to £977.</p> <p>The Board approved the amendments to the budget for the financial year to 31 March 2024.</p>	<b>Approved</b>
<p><b>7. Funding Strategy</b></p> <p>The Director of Housing &amp; Community Services advised that the Willowacre Trust Business Plan had included a Key Business Objective to produce a Funding Strategy.</p> <p>The purpose of this Funding Strategy is to look at our current funding situation and ensure that we maintain our current funding levels from both West of Scotland and other external sources. We would also look at exploring other funding opportunities that the Trust has not previously considered. He advised that we would also look at other fundraising activities.</p> <p>Angela Devine asked if the Funding Strategy would be reviewed regularly. The Director of Housing &amp; Community Services advised that he was happy for it to be reviewed next year along with the Business Plan and then every two years.</p> <p>It was suggested that the core elements of the Funding Strategy be incorporated into the Business Plan next year to avoid repetition and to ensure the actions are given appropriate priority to ensure they are completed.</p> <p>The Board approved the Funding Strategy.</p>	<b>Approved</b>
<p><b>8. Risk Management Report</b></p> <p>The Director of Corporate Services advises that this report gives an update on the strategic risk register. She advised that there are no proposed changes in the risk scores. Being unable to manage our financial position remains a high risk but this is being managed. The Funding Strategy is a key mitigation action in respect of this risk. There were no changes to the strategic risk</p>	

<p>scores. She also advised that there were no high level operational risks to report.</p> <p>The Board noted this report.</p>	<p><b>Noted</b></p>
<p><b>9. Governance Report</b></p> <p>The Director of Corporate Services advised that the following documents which form part of the WT Board Governance Manual had been reviewed – Role of the Board, Code of Conduct, Conflict of Interest Policy and Annual Review form. She outlined the proposed changes to these documents.</p> <p>The Director of Corporate Services advised the Board that a new sharepoint section for WT Board Members will be created on the hub. This will include all the governance manual documents, board papers, minutes which Board members will be able to have direct access to. The Board will be kept updated on this and training will be arranged if necessary.</p> <p>The Board noted the contents of this report and also approved the proposed changes to the documents in the report.</p>	<p><b>Noted &amp; Approved</b></p>
<p><b>10. HR Report</b></p> <p>The Director of Corporate Services gave an update on HR matters with regard to staff turnover and absence. She also gave an update on the proposed increase in in maternity pay and paternity leave to bring it into line with WSHA terms and conditions.</p> <p>The Director of Corporate Services advised that the WT is currently an Associate Member of EVH. It is proposed that WT give notice to EVH to cease this membership as it is felt that any HR advice can be sought from the HR team at West of Scotland.</p> <p>The Board noted the contents of this report and approved the recommendations outlined in the report.</p>	<p><b>Noted &amp; Approved</b></p>
<p><b>11. WSHA Update Report</b></p> <p>The Director of Housing &amp; Community Services gave an update on the key activities being undertaken by West of Scotland. He advised that a contractor has now been appointed for the Overtown Street project.</p> <p>The Board noted the contents of this report.</p>	<p><b>Noted</b></p>
<p><b>AOCB</b></p> <p>The Director of Corporate Services reminded the Board that an email decision had been made in respect of the 5.25% salary increase for staff for 2023/24 and the heating allowance payments of £150 for January, February and March this year. She confirmed that eight out of nine Board members had responded to her email requesting approval and therefore the decision was approved. She advised that she is raising at the Board meeting to ensure the decision is minuted.</p>	

<b>Date of Next Meeting</b>	
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The next meeting will be held on 16<sup>th</sup> May 2023