

# Public Eildon Board Minutes

Meeting: Board Meeting of Eildon Housing Association Ltd.  
Date: 17 May 2023  
Time: 5.43pm – 8.00pm (2hrs 17mins)  
Location: The Weaving Shed, Selkirk

Present: Mr R Beardsley, Mr B Frater, Ms C Louch, Ms E McHugh, Dr A Mordue

Virtual: Ms Fancy (Chair), Ms A Harvie, Mr A Lundmark

Attendance: Mr N Istephan, Chief Executive & Company Secretary (CEO)  
Ms L Mirley, Director Business Support (DBS)  
Ms A Miller, Director Community Services (DCS)  
Mr N Wilson-Prior, Director Property Assets (DPA) (until 6.34pm)  
Ms S Spence, Governance Officer (GO)

## Mr Frater presided

Ref	Subject
<b>Board Items</b>	
<b>1.01</b>	<b>Welcome &amp; Apologies</b> <p>The CEO/Secretary welcomed everyone to the meeting and advised:</p> <ol style="list-style-type: none"> <li>1) In a change to the Agenda the Eildon Enterprise Limited (EEL) Board would be held after the EHA Board meeting, to ensure it is quorate.</li> <li>2) As the Chair was attending virtually and in the absence of a Vice-Chair he had been instructed to request nominations for a Board Member attending in-person to conduct the meeting. On the proposal of Ms Fancy and Seconded by Mr Lundmark, Mr Frater was nominated to preside for this specific meeting.</li> </ol> <p>Following his nomination, Mr Frater noted the apologies from Ms Ballantyne, Mr Highton and Mr Swinton.</p>
<b>1.02</b>	<b>Declarations of Interest</b> <p>There were no declarations of interest reported.</p>
<b>1.03</b>	<b>Minutes for Approval</b> <p>The minutes of the last meeting were approved on the motion of Dr Mordue and seconded by Mr Beardsley.</p>
<b>1.04</b>	<b>Action Points &amp; Matters Arising</b> <p>Board Members acknowledged that all three Actions from the April meeting had been completed.</p> <p><b>Recommendation</b> - The Board noted the paper.</p>

Ref	Subject
<b>Strategic Items</b>	
<b>2.01</b>	<p><b>Strategic Implementation Plan (SIP) 2022/23</b></p> <p>CEO gave a brief overview of how the SIP demonstrates the most significant new items for Board Members to have oversight of in the Corporate Planning Framework.</p> <p><b>Recommendation</b> - The Board approved this paper.</p>
<b>2.02</b>	<p><b>Year End Financial Performance 2022/23</b></p> <p>DBS presented the paper, highlighting the key points of the report from the in the Income and Expenditure summary table and the analysis of the Income and Expenditure on pages 6&amp;7.</p> <p><b>Recommendations</b> - The Board:</p> <ol style="list-style-type: none"> <li>1. Considered and adopted the Management Accounts for the year ended 31 March 2023.</li> <li>2. Noted the Executive Team's assessment that Eildon continues to be a Going Concern.</li> <li>3. Approved Eildon Housing Association's Annual Report and Consolidated Financial Statements for the financial year ending 31 March 2023 subject to any material issues arising from the audit.</li> <li>4. Noted Eildon Enterprise Limited Annual Accounts for the financial year ending 31 March 2023 subject to any material issues arising from the audit.</li> </ol>
<b>2.03</b>	<p><b>Development and Treasury Management Report</b></p> <p>DBS introduced the paper, updating Board Members on the changes to reporting including Recommendations from the Scottish Housing Regulator following their recent review of our approach to Treasury Management, before handing over to DPA who gave an overview of the Development Programme.</p> <p><b>Recommendations</b> - The Board:</p> <ol style="list-style-type: none"> <li>1. Noted the position at the end of March 2023 in relation to the Development Programme 2022/23 and the financial implications of this compared with Budget 2022/23.</li> <li>2. Noted the Treasury Performance for 2022/23.</li> <li>3. Noted the Development Programme Update.</li> </ol> <p>DPA left the meeting at this point, 6.34pm.</p>
<b>2.04</b>	<p><b>Treasury Strategy and Policy Update</b></p> <p>DBS highlighted the changes to the Treasury Management Policy and explained that Harper McLeod had provided an Extract from the Minutes of a Meeting to be completed to confirm the extension of the interest rate fixing period to the 13 October 2023 on the RBS Facility B Loan.</p> <p><b>Recommendations</b> - The Board:</p>

Ref	Subject
	<ol style="list-style-type: none"> <li>1. Approved the amended Item 2.04a Treasury Management Policy.</li> <li>2. Noted and approved the 2.04b Treasury Management Strategy 2023/24 including the Treasury Management Golden Rules 2023/24 and the Treasury Management Action Plan.</li> <li>3. Approved the addition of HSBC Banking plc, Barclays Bank plc, Standard Chartered Bank plc and Nationwide Building Society to the list of approved investment counterparties.</li> <li>4. Approved the addition of HSBC Banking plc to the list of approved borrowing counterparties.</li> <li>5. Approved the extension of the interest rate fixing period to the 13 October 2023 on the RBS Facility B Loan.</li> <li>6. Noted the continued engagement of Allia C&amp;C to support Eildon in delivering the funding strategy work.</li> <li>7. Agreed to the entering of negotiations with Nationwide Building Society and Scottish Building Societies to release excess security on our outstanding loans with them.</li> </ol>
2.05	<p><b>Annual Return on the Charter (ARC) Return</b></p> <p>CEO gave an overview of the ARC process and explained how the information is collected and evidenced before being submitted to the Scottish Housing Regulator (SHR). To allow this process to conclude approval is required from Board Members for delegated authority to the Chair (through the CEO) for the submission. CEO advised the ARC Return would be published on the Board Members Portal until Friday, 26 May 2023 for Board Members to comment on.</p> <p><b>Recommendation:</b> Board Members noted the closing date for comments and the delegated authority to the CEO to submit the Annual Return on the Charter.</p>
2.06	<p><b>Performance Report Q4 2022/23</b></p> <p>Board Members raised and discussed key indicators in the report:</p> <p><b>Recommendation</b> - The Board noted the contents of this paper and the Quarter Four Performance Booklet.</p>
2.07	<p><b>McQueen Gardens, Galashiels – Lease Arrangements</b></p> <p>DCS presented this paper.</p> <p><b>Recommendations</b> - The Board:</p> <ol style="list-style-type: none"> <li>1. Noted the content of the report and approved the disposal through a lease arrangement.</li> <li>2. Noted the 'disposals' will be reported to the SHR, who will be issued with a copy of this report and an extract of the minutes of this meeting.</li> </ol>

Ref	Subject
2.08	<p><b>Poynder Apartments, Kelso – Commissioning Update</b> DCS updated Board Members on the progress of Poynder Apartments.</p> <p><b>Recommendation</b> - The Board noted an update to be presented at EHA June Board.</p>
<b>Routine Items</b>	
	<p><b>Legal Actions – a) Rent Arrears</b> DCS presented the paper. There were no questions or comments from Board Members.</p> <p><b>Recommendation</b> - The Board gave approval to seek Decree to Evict where this action is necessary.</p>
3.02	<p><b>Tenancy Related Write-Offs</b> DCS presented the paper.</p> <p><b>Recommendations</b> - The Board</p> <ol style="list-style-type: none"> <li>1. Approved the write off of £12,703.79 of former tenant debt, as outlined in Appendix 1.</li> <li>2. Noted the balance of arrears and credits/prepayments written off under delegated authority.</li> <li>3. Noted the balance of arrears at key stages of the recovery process.</li> </ol>
<b>Standard Items</b>	
4.01	<p><b>Disposal of Land/Property/Leases &amp; Granting of a Security</b> There were no Disposals reported.</p>
4.02	<p><b>Payments &amp; Benefits</b> CEO presented the paper and gave an overview of the process to grant an offer of employment to close relatives of employees of Eildon.</p> <p>There were no questions or comments from Board Members.</p> <p><b>Recommendation</b> - The Board noted the granting of three offers of employment to close relatives of employees of Eildon.</p>
4.03	<p><b>List of Signings and Use of Seal</b> CEO presented the paper.</p> <p>There were no questions or comments from Board Members.</p> <p><b>Recommendation</b> - The Board is noted the of the Disposition for the sale of land adjacent to Earlston Primary School, reported to Board April 2023 and the use of the company seal for Share Certificate 691.</p>
4.04	<p><b>Membership Applications</b> There were no Membership Applications reported.</p>

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5	<p><b>AOCB</b></p> <ol style="list-style-type: none"> <li>1. Short Life Working Group</li> <li>2. Book Festival Sponsorship</li> </ol> <p>The Chair closed the meeting at 8.00pm</p>

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Mr Frater, Chair  
21 June 2023