

# Official Eildon Board Minutes



Meeting: Board Meeting of Eildon Housing Association Ltd.  
Date: 19 June 2024  
Time: 5.40pm – 7.39pm (1hr 59s)  
Location: The Weaving Shed, Selkirk

PRESENT: Mr R Beardsley, Ms C Fancy (Chair), Mr B Frater (Vice-chair), Mr C Highton, Ms C Louch, Mr A Lundmark, Ms E McHugh, Ms J Pashley (observer), Mr E Swinton

IN ATTENDANCE: Mr N Istephan, CEO and Company Secretary  
Ms L Mirley, Director of Business Support  
Ms A Miller, Director of Community Services  
Ms S Spence, Governance Officer

## Ms Fancy Presided

Ref	Subject
<b>Board Items</b>	
1.01	<b>Welcome &amp; Apologies</b> The Chair opened the meeting at 5.40pm and welcomed Ms Jayne Pashley, as an observer, to the meeting. The Chair noted apologies from Board Members Ms Harvie, Ms H Macleod, Dr Mordue and Mr Kilshaw and staff member Mr N Prior-Wilson, Director Property Assets.  <b>Tribute:</b> CEO took the opportunity to remember former Board Member, Mrs Caroline Lang, who passed away recently. Caroline was a long-standing member of our Board, serving for over 30-years. She was a strong advocate for tenants and had a particular interest in progressing our learning disabilities services.
1.02	<b>Declarations of Interest</b> There were no Declarations of Interest reported.
1.03	<b>Minutes for Approval</b> The Minutes from the Board meeting held on 15 May were approved as an accurate record on the motion of Ms Louch and seconded by Mr Frater.
1.04	<b>Action Points &amp; Matters Arising</b> Board Members noted the status of the Action Points from 15 May 2024.  <b>Recommendation:</b> The Board noted the Action Points from the last meeting.

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1.05	<p><b>Draft EEL Q4 15 May 2024</b> Mr Lundmark, Chair of EEL gave an update from the EEL meeting held on 15 May 2024.</p>
1.07	<p><b>Draft RemCo, 19 June 2024</b> The Chair asked Mr Frater, Chair of RemCo to give his verbal update from the meeting that preceded the Board meeting.</p> <p><b>Recommendation:</b> Board Members noted the verbal update from the RemCo meeting 19 June 2024.</p>
1.06	<p><b>Draft ARCom, 5 June 2024</b> Mr Swinton, Chair of ARCom gave an update from the ARCom meeting held on 15 May 2024.</p> <p><b>Recommendation:</b> Board Members noted the Draft ARCom June 2024 minutes.</p>
<b>Strategic Items</b>	
2.01	<p><b>Audit Summary Report and Letter of Representation 2023/24</b> DBS gave an overview on the Annual Financial Statements.</p> <p>With no further questions raised from Board Members the Chair moved to the Recommendation.</p> <p><b>Recommendation:</b> The Board</p> <ul style="list-style-type: none"> <li>• Approved the signing of the update Annual Financial Statements for the Year Ended 31 March 2024.</li> <li>• Agreed to the signing of the Letter of Representation.</li> </ul>
2.02	<p><b>Royal Bank of Scotland Loan Facility Update</b> DBS gave an update on the new proposed RBS Loan Facility.</p> <p><b>Recommendation - The Board:</b></p> <ol style="list-style-type: none"> <li>a) Approved the borrowing of a 15-year term loan and a 5-year revolving credit facility;</li> <li>b) Approved the Amendment and Restatement Agreement terms as set out in this report to be entered into with Royal Bank of Scotland and NatWest Markets;</li> <li>c) Authorised the Chief Executive and/or the Director of Business Support to negotiate, finalise, approve and accept the whole terms and conditions of this Restated Loan Facility;</li> <li>d) Authorised the Chief Executive and/or the Director of Business to execute or authenticate the loan documentation and associated certificates and notices on Eildon's behalf as set out in the Minute Extract set out in Appendix A; and</li> <li>e) Approved the signing of the minute of extract contained in Appendix A.</li> </ol>

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2.03	<p><b>Property Asset Management Delivery Plan (PAMS) 2024/25</b> CEO gave an overview of the PAMS Delivery Plan.</p> <p><b>Recommendation:</b> The Board approved the draft Property Asset Management Plan 2024/25 for publication.</p>
2.04	<p><b>Procurement Annual Report</b> CEO presented the Procurement Annual Report.</p> <p><b>Recommendation:</b> The Board noted the contents of the Procurement Annual Report.</p>
2.05	<p><b>Complaints Annual Report</b> DBS gave an overview of the Complaints Annual Report.</p> <p><b>Recommendation:</b> The Board considered and noted the Customer Complaints Annual Review 2023/24.</p>
2.06	<p><b>Commissioning of Poynder Gardens – Update</b> DCS gave an update following the Board report in April on the new learning disability service at Poynder Gardens, Kelso.</p> <p><b>Recommendation:</b> Board Members noted the verbal update from the DCS.</p>
2.07	<p><b>Tender Approval – Bogangreen, Coldingham</b> The CEO presented the paper and Board Members agreed to consider the Tender Approval for a new build development at Bogangreen, Coldingham.</p> <p><b>Recommendation:</b> The Board</p> <ol style="list-style-type: none"> <li>1. Noted the progress on the Bogangreen project at Coldingham.</li> <li>2. Noted that we have approached the Scottish Government for funding for the project.</li> <li>3. Approved proceeding to enter a Design and Build contract to develop twenty new homes at Bogangreen, Coldingham in accordance with the terms, conditions and costs outlined within this report, subject to securing Scottish Government tender approval of a grant.</li> <li>4. Approved the delegation of the signing of the building contracts to the Director of Property Assets in accordance with the approved scheme of financial delegation.</li> </ol>
<b>Routine Items</b>	
3.01	<p><b>a) Rent Arrears</b> With no further questions raised on this routine item the Chair moved the Recommendation.</p> <p><b>Recommendation:</b> The Board approved to seek Decree to Evict if this action is required.</p>

Ref	Subject
	<p><b>b) Other Tenancy Issues</b> DCS gave an overview of two cases.</p> <p>With no further questions from Board Member the Chair moved the Recommendation.</p> <p><b>Recommendation:</b> The Board approved to seek Decree to Evict if this action is required.</p>
	<p><b>c) Updates</b> There were no Legal Actions Updates reported.</p>
<b>Standard Items</b>	
<b>4.01</b>	<p><b>Disposal of Land/Property/Leases &amp; Granting of a Security.</b> There were no disposals reported.</p>
<b>4.02</b>	<p><b>Payments &amp; Benefits</b></p> <p>a) Offer of Employment With no further questions on this standard item the Chair moved to the Recommendation.</p> <p><b>Recommendation:</b> The Board noted the offer of employment to a close relate of an Eildon employee.</p>
	<p>b) Granting of a tenancy With no further questions on this standard item the Chair moved to the Recommendation.</p> <p><b>Recommendation:</b> The Board noted the granting of a tenancy to a close relative of an employee.</p>
<b>4.03</b>	<p><b>List of Signings and Use of Seal</b> There were no List of Signings or Use of Seal reported.</p>
<b>4.04</b>	<p><b>Membership Applications</b> The Membership Application for Ms J Pashley was approved.</p>
<b>5</b>	<p><b>AOCB</b></p> <p><b>SGM:</b> The CEO advised an SGM would be held on the same day as the AGM to agree a revision to the Rules, Clause 17 Borrowing Powers.</p> <p>With no further business the Chair closed the meeting at 7.39pm</p>