

ALMOND ENTERPRISES LTD

MINUTES

of the Board meeting held at the AHA Office at 6.00pm on Thursday 18th May 2023

BOARD MEMBERS IN ATTENDANCE:

Alistair Barton
Kevin Clark
Sheelagh Norris
Tatyana Duffie

APOLOGIES:

Ian Crawford

IN ATTENDANCE:

Vicky Wilson	AEL Manager
John Davidson	Chief Executive, AHA
Iona Taylor	Director of Asset Management, AHA
Tammy Allan	AHA – Minutes

OTHERS IN ATTENDANCE

STANDING ITEMS

724	<p>Welcome AB welcomed everyone to the meeting.</p>
725	<p>Apologies A record was made of apologies from non-attendees.</p>
726	<p>Approval of Previous Minutes The Board approved the minutes of the meeting held on 16th February 2023.</p>
727	<p>AOCB Approval None</p>
728	<p>Declaration of Interest None.</p>
729	<p>Matters Arising VW advised that following the February Board meeting the member of staff who had incorrectly received payment from AEL, has since returned to work for AEL on a sessional basis and has agreed a payment plan to repay what they had received, which is being followed.</p>
730	<p>Election of Office Bearers 2023-24 AB confirmed that his term of office had come to an end and he would not be standing again for the post of Chairperson. The following were elected as Office Bearers for 2023-24: Chairperson: Tatyana Duffie Secretary: Kevin Clark JD advised that the appointments would now be submitted to the AHA Board for formal approval, which should happen in June.</p>
731	<p>Manager's Report VW presented her report, which had been circulated. In response to a query VW and IT described the AHA garden scheme. Due to budget pressures and the need to retender, a decision had been made to change the scope of the scheme. AEL has received a list of those who require assistance and do not have the means / support in order to cut their own grass, which AHA will fund. Some of the tenants no longer eligible for this service have made contact with AEL for assistance which they will pay for themselves. VW also provided an update on the [REDACTED] contract. This contract was initially due to expire in September, however with little notice they advised they wished to terminate in April. This highlighted that there were no early leaving clauses within the contract. Since then the new owners have asked for the service to continue. Following a re-costing exercise they are happy to proceed with a 3½ year contract worth £21k/year and VW has ensured that early leaving clauses are included along with an annual RPI cost increase which also was not included before. VW also brought to the Board's attention a payment to [REDACTED] which was missed in 2022. VW is currently awaiting receipt of the [REDACTED]. £500 has been accrued to cover this, however it is not anticipated to be as much as this. At the previous meeting an addition to the Risk Map had been proposed. VW submitted a draft wording and score for this new risk, which was approved by the Board for addition to the Risk Map. VW detailed the background to the switch from [REDACTED] for waste recycling, with resulting savings in costs both to AEL and to AHA and tenants. The Board noted the Manager's report.</p>

PRESENTATIONS

None

PAPERS for APPROVAL

732	<p>Annual Approval: Board Code of Conduct, Scheme of Delegation & Authorisation of Expenditure</p> <p>The Code of Conduct, Scheme of Delegation and Authorisation of Expenditure were submitted and reviewed.</p> <p>The Board approved the Board Members Code of Conduct, Scheme of Delegation and Authorisation of Expenditure arrangements for 2023-24.</p>
733	<p>Finance Report</p> <p>The draft finance report for the year to 31 March was submitted. There was a trading profit of £29,522 compared against a reforecast for the year of £20,934.</p> <p>There were no queries or questions from the Board.</p> <p>The Board approved a Gift Aid payment of £27k, subject to additional confirmation post year end audit.</p> <p>The Board noted the financial position at 31 March 2023, and that this was subject to confirmation as part of the year end audit.</p>
734	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Equality & Diversity • Complaints • Risk Management • Policy Review Programme <p>The Board were reminded that at present AEL policies are reviewed every 3 years, however the new Board can amend this if they wish. The Board were also advised that AEL policies are aligned with AHA policies and if there are significant changes made in future to AHA policies, TA would inform AEL.</p> <p>There were no material changes proposed and the Board approved the reviewed Equality & Diversity, Complaints and Risk Management policies with a further 3-year review period in each case.</p> <p>The Board noted the progress being made with the current 3-year policy review programme. AB would send the review table for 2024-27 to VW.</p>
FOR INFORMATION	
735	<p>Performance Report</p> <p>The performance report was presented. VW drew the Board's attention to the debtor days and advised that at present there are no outstanding invoices awaiting payment.</p> <p>There was a discussion regarding health & safety and VW advised that the annual target is 2, however to date there have been 4 incidents.</p> <p>The Board noted the report.</p>
736	<p>Business Plan 2022/23 – Action plan update</p> <p>VW presented the report to Board and advised that though it was early in the year, the report provided a summary of where things are at as at this time. It was noted that there was no update in relation to developing environmental sustainability due to there being no work carried out as yet.</p> <p>The Board noted the Action Plan update.</p>
737	<p>Annual Report – Board member expenses.</p> <p>The Board were informed that this is standard annual report.</p> <p>The Board noted that there was no Board expenditure in the period April 2022 to March 2023 due to online meetings.</p>

738	<p>Update from Almond HA</p> <p>IT informed the Board that AHA have been reviewing the key projects for the coming year with one of them being a review of AEL.</p> <p>The purpose of this is explore further training opportunities and develop other income streams. Meetings have already taken place with other partners in West Lothian such as [REDACTED].</p> <p>IT also advised that as part of AHA's internal audit programme there is due to be an audit of AEL's governance which will take place in October.</p> <p>The Board noted the contents of this report.</p>
739	<p>Board Members – items for future meetings</p> <p>It was agreed that the accounts would be approved via email. It was also noted that the frequency and/or timing of the Board meetings may need to be amended so that they are aligned with AHA.</p> <p>It was proposed that in future years the May & August meetings should, if possible, take place in person and the February & November meetings take place on-line.</p>
740	<p>AOB</p> <p>None</p>
	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Thursday 24th August at 6.00pm, at the AHA office

Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

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