

## **BROADACRES HOUSING ASSOCIATION LTD**

### **MINUTES OF THE MEETING OF THE BOARD OF MANAGEMENT**

Held on Monday 8 September 2008 at Broadacres House, Standard Way, Northallerton.

#### **PRESENT:**

Rev B Mayne	-	Chairman
Mr J Usher	-	Board Member
Mr A E Twiggs	-	Board Member
Ms L Elliott	-	Board Member
Mrs S Reed	-	Board Member
Mrs B Cox	-	Board Member
Mr A McNamara	-	Board Member
Ms A Atherley	-	Board Member
Cllr B Phillips	-	Board Member

#### **IN ATTENDANCE:**

Mr S Towers	-	Managing Director
Mr G Naidoo	-	Director of Corporate Services
Ms G Haigh	-	Director of Housing Services
Mrs A Grainger	-	Director of Finance
Mr P Lightfoot	-	Director of Care Services
Mrs M Tweddle	-	Minute Secretary

#### **BOM 880 ELECTION OF CHAIRMAN**

Reverend Brian Mayne was proposed and seconded and there being no other nominations,

##### **It was resolved:**

To appoint Reverend Brian Mayne Chairman for 2008/2009.

#### **BOM 881 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor N Huxtable and Mr P J Burke.

#### **BOM 882 MINUTES OF THE MEETING HELD ON 14 JULY 2008**

The minutes were agreed and signed by the Chairman.

#### **BOM 883 MATTERS ARISING FROM THE MINUTES**

BOM 861 – It was reported that Durham Aircon had undertaken further works to the air conditioning system in the training suite and that the situation did appear to have improved.

**ELECTION OF CHAIRMEN, BOARD COMPOSITION AND TIMETABLE OF MEETINGS**

Report ST/BHA 52/08 identified the decision areas for the Board with regard to appointments, the timetable of Board meetings for the forthcoming year and the composition of the Board of Directors for Broadacres Services Limited.

It was noted that Mr P J Burke had attended two training events for Board Members.

**It was resolved:**

- a) That Mr J Usher be appointed Vice Chairman of the Board of Management for the forthcoming year;
- b) That the Audit Committee for the following year would comprise:  
Mr J Usher  
Ms L Elliott  
Mr A McNamara  
Councillor N Huxtable  
Ms A Atherley  
Mr P J Burke
- c) That Mr J Usher be elected Chairman of the Audit Committee for the forthcoming year;
- d) That the Service Review Panel for the following year would comprise:  
Mr J Usher  
Mr A E Twiggs  
Mr P J Burke  
Councillor B Phillips  
Mr A McNamara
- e) That Mrs S Reed be elected as the Association's Diversity Champion for the forthcoming year;
- f) That the Board of Directors for BSL for the following year would comprise:  
Mr A E Twiggs  
Mr J Usher  
Ms A Atherley  
Mr P J Burke
- g) That Mr A E Twiggs be elected Chairman of BSL for the following year;
- h) That Mr J Usher be elected Vice Chairman of BSL for the following year;
- i) That the timetable of Board, Audit Committee meetings and the Annual General Meeting be approved.

**PERFORMANCE REPORT**

Report GH/BHA 53/08 presented the key performance information for the period April to June 2008.

**It was resolved:**

- i) That the revised target of 23 days for the average re-let time be approved;
- ii) That the appointment of a temporary additional Housing Officer to the arrears team be approved;
- iii) To note the remainder of the report.

**BOM 886 CONTRACTS PROGRESS REPORT**

Report ST/BHA 54/08 advised Board Members of the association's progress in respect of the 2008/09 major works programme.

**It was resolved:**

- i) To note the progress of the major works programme and costs;
- ii) \*\*\*\*\*

**BOM 887 DEVELOPMENT PROGRESS REPORT**

Report ST/BHA 55/08 advised Board Members of the progress of the association's development schemes and further development opportunities.

It was noted that detailed plans and drawings were currently unavailable for the proposed development at Hebron Road, Stokesley and this would therefore be discussed at a future meeting of the Board of Management.

**It was resolved:**

\*\*\*\*\*  
\*\*\*\*\*

**BOM 888 SUMMARY FINANCIAL REPORT**

Report AG/BHA 56/08 presented the summary financial information for the year to 31 July 2008.

It was proposed to provide Board Members with financial information in a revised format combining the Management Accounts and Treasury Report at each meeting.

**It was resolved:**

- i) That the Summary Financial information be noted;
- ii) That approval be given to the financial information being submitted in the proposed revised format to each meeting of the Board of Management.

**UPDATED BUSINESS PLAN**

Report AG/BHA 57/08 presented a revised Business Plan which incorporated the latest information on funding, development forecasts, likely future major repairs costs as well as the recently agreed pay review.

A sensitivity plan was tabled for Board Members' information.

**It was resolved:**

That approval be given to the revised 2008/09 assumptions for inclusion in the association's Business Plan.

**ADDITIONAL FUNDING**

Report AG/BHA 58/08 gave an update on the additional loan facilities and proposed a revised interest rate management strategy.

The report also requested that the previous delegations to the refinancing panel be confirmed in a manner that is sufficient to satisfy the conditions precedent for the loan agreement.

**It was resolved:**

- i) That approval be given to the decisions contained in the following minute:-

“In light of the requirements of Barclays Bank PLC in respect of the conditions precedent documentation required for the proposed new loan facility from the Bank, the Board reconfirmed and approved a request to delegate authority to a Sub-Board comprising the following persons

Reverend Brian Mayne

Ms Linda Elliott

Councillor Brian Phillips

Mr Patrick Burke

Mr Austin McNamara

specifically to

1. approve the terms and conditions of all the documentation to be entered into in connection with the proposed new loan facility with Barclays Bank PLC;
2. authorise the execution of all documentation in connection with the new loan facilities;
3. delegate to the Managing Director and Director of Finance authority to agree the final terms of all documentation to be entered into in connection with the new loan facility.

- ii) That the proposed changes to the association's treasury management policy as recommended by Sector Weedon Grant be approved.

BOM 891

**HAMBLETON AND RICHMONDSHIRE COMMUNITY ADDICTION SERVICE (HARCAS)**

Report PL/BHA 59/08 updated Board Members on progress in discussions with HARCAS regarding a closer working relationship with Broadacres.

**It was resolved:**

- i) That approval be given to the commencement of due diligence;
- ii) That approval be given to the proposal of HARCAS joining the Broadacres group being allowed into the public domain.

BOM 892

**IT PROCUREMENT**

Report GN/BHA 60/08 provided details of the outcome of the exercise to procure a new IT system for the association.

It was reported that a meeting had been held with MIS, our current suppliers, regarding their failure to secure the contract. Members were also advised that we have now received details of MIS charges for any continued use of their products and further negotiations would need to take place regarding these costs.

**It was resolved:**

That the report be noted.

BOM 893

**ANY OTHER BUSINESS**

Board of Management meetings –

It was noted that for the foreseeable future, meetings of the Board of Management would be held in the Wharfedale Room at Broadacres House.

Name Badges –

Board Members who did not have name badges were asked to notify the PA to the Managing Director who would ensure they were ordered.

There being no further business to conduct, the Chairman closed the meeting.

**Chairman:..... Date:.....**