

ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 28 September 2021 at 5.30pm in the offices of Atrium Homes, 14 Central Avenue, Kilmarnock

Present: Joe Keen, Marie Coyle, Alistair Reid, Ken Stewart, David Sherlock, Ken Tudhope (via Zoom),

Attending: Celia Taylor, Director of Investment; Joyce McCroskie, Director of Operations; Valerie Wilson Head of Finance & Corporate Services

Chair: Joe Keen

The Chair opened the meeting asking everyone to confirm that they had read and understood the papers, which had been circulated via Dropbox the week prior to the meeting.

Confirmed

	Declarations of Interest
	There were no declarations of interest.
1	Apologies Steven Fraser, Graham Piggott, Jim O'Neil
2	Minutes of the Board meeting of 31 August 2021
	The minutes (previously circulated) of the meeting of the Board held on 31 August 2021 were approved. <i>Approved for publication</i>
3	Matters Arising
3.1	Board noted that all action points from previous Board meetings had been completed. <i>Noted</i>
3.2	Compliance Report Board noted that Atrium was up to date with compliance requirements. The Chair reported that the Board PDR process was underway and would be completed within the next 2 weeks. <i>Noted</i>
4	Annual Assurance Statement
	Board reviewed the draft version of the Annual Assurance Statement, noting that it had been discussed by the AAS working group. It was noted that an amendment had been proposed to reword a paragraph to note that any reduction in core services in the period, was due to Covid restrictions. Board welcomed and approved the proposed change. After discussion, Board approved the Annual Assurance Statement 2021 for submission. <i>Approved</i>

5	Annual Financial Statement Return
5.1	<p>Board considered the draft Annual Financial Statement Return noting that all figures were in line with the previously approved Audited Financial Statements.</p> <p>After discussion, Board approved the Annual Financial Statement return for submission to the Regulator.</p> <p style="text-align: right;"><u>Approved</u></p>
6	Pre-AGM statement of Compliance
6.1	<p>Board noted the report from the Chief Executive confirming compliance with Articles 55 to 58 of the Articles of Association.</p> <p style="text-align: right;"><u>Noted</u></p>
7	Atrium Initiatives report
7.1	<p>Minutes of the Atrium Initiatives Board of 7 September 2021</p> <p>The Chair of Atrium Initiatives presented the minutes and highlighted the main points for Board to note.</p> <p>Board noted that the subsidiary Board approved a Gift Aid payment to Atrium Homes of the full 2020-21 annual profit.</p> <p>The Atrium Initiatives Board had also approved a change in bank accounts to ensure dual authorisation of online transactions, the change of Company Secretary from Stephen Black to Valerie Wilson and a simplified charging structure for factoring services.</p> <p style="text-align: right;"><u>Noted</u></p>
8	Banking Corporate Administrator
8.1	<p>Business Internet Banking Post-Registration Amendment</p> <p>Board considered and approved the amendment to Corporate Administrators presented and authorised 2 Board members to sign the documentation on its behalf.</p> <p style="text-align: right;"><u>Approved</u></p>
9	Applications for Membership
9.1	<p>Board approved a number of membership applications made via the Tenant Portal.</p> <p>Details will be placed into the Register of Members and confirmations issued to individual applicants.</p> <p style="text-align: right;"><u>Approved</u></p>
10	AOCB
10.1	<p>a) Chief Executive Retirement</p> <p>The Chair advised Board that the SHR had not queried the notifiable event submission.</p> <p>Following a procurement exercise, Aspen People have been contracted to provide professional support in the recruitment of a new Chief Executive. The interview panel, which will remain constant throughout the process, will meet with Aspen People next week to begin the process.</p> <p>b) Allanvale Contract</p> <p>The Director of Investment provided an update on the Allanvale contract advising that written notices had been issued to the contractor. The matter will be brought back to Board in future if any further decisions are required.</p> <p>c) Sub-contractor collateral warranties</p> <p>The Director of Investment advised Board that the Chair had now signed the 3 sub-</p>

	<p>contractor collateral warranties for the new build project at Sunnyside Square West.</p> <p>d) Scottish Government grant to assist with arrears</p> <p>The Chair asked if any information had been received from East Ayrshire Council as to how the £10m Scottish Government grant to assist tenants with arrears would be allocated. The Director of Operations advised that the council were considering the allocation they were to receive and would advise in due course. It was also highlighted that this funding is to cover the whole country and private as well as social housing.</p> <p style="text-align: right;"><i><u>Noted</u></i></p>
13	Date of Next Meeting
	The next meeting will take place on Tuesday 28 September 2021 at 7.15pm

Chair:

Date: