

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED**  
**("SANCTUARY SCOTLAND HOUSING ASSOCIATION")**

**Minutes of a meeting of the Board of Management of Sanctuary  
Scotland Housing Association Limited held via Microsoft Teams on  
Tuesday 13 April 2021.**

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Attendance record since AGM September 2020

**Present**

Alan West, Chairperson	4/4
j', Vice Chair	4/4
Alex Clark, Vice Chair	4/4
Peter Cowe	4/4
James Docherty	4/4
Suzanne McCallum	4/4
Gillian MacPhie	3/4
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	4/4

**Apologies**

John Arthur	3/4
Michael McGrane	3/4

**In attendance**

Gillian Lavety, Development Director - Scotland (Item 34/04/21)  
Joyce McQuat, PA  
Paul Smith, Head of Financial Reporting (Items 32/04/21 and 33/04/21)  
Tony O'Neill, Director - Asset Management (Item 38/04/21)

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**The Chairperson welcomed everyone to the meeting.**

**23/04/21**

**APOLOGIES**

Apologies for absence had been received from John Arthur and Michael McGrane.

The Chairperson reported that the meeting had been duly convened and that a quorum was present for the purposes of the business to be considered and, if thought fit, resolutions to be passed at the meeting.

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**24/04/21      DECLARATIONS OF INTEREST**

The Chairperson reminded members of the need, in accordance with the provisions of Sanctuary Scotland Housing Association's Standing Orders, to disclose any personal interests in relation to matters under consideration at the meeting that were outwith the annual declarations made.

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing 'extract minutes'.

**25/04/21      APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING  
HELD ON 9 FEBRUARY 2021**

The minutes of the meeting of the Board of Management held on 9 February 2021 were approved.

**30/04/21      SCOTLAND STANDING ORDERS AND FINANCIAL REGULATIONS**

Decision: The Board of Management approved the changes to the Scotland Standing Orders and Financial Regulations.

**31/04/21      ANNUAL RETURN ON THE CHARTER 2020/2021**

Decision: The Board of Management noted and agreed the circulation of the Annual Return on the Charter 2020/2021 for approval between meetings to allow the deadline date of end of May 2021 to be met.

Decision: The Board of Management noted and agreed the circulation of the Annual Return on the Charter to end February 2021 for approval between meetings for Thistle.

**32/04/21      ANNUAL ASSURANCE STATEMENT**

Decision: The Board of Management considered and approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association could be considered to be compliant.

**Date of next meeting: Tuesday 15 June 2021**