

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION  
MANAGEMENT COMMITTEE MEETING  
HELD ON 27<sup>th</sup> AUGUST 2024 at 5:45pm  
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw (ES)  
John Barclay (JB)  
Jane McDonald (JM)  
Kirsteen McLerie (KM)  
Margaret McKenzie (MM)  
Robert Wards (RW)  
Louise Herity (LH)  
Fiona Mills (FM)

In Attendance: Daniel Wilson (DW)  
Fettes McDonald (FMD)  
Joy Chilambe (JC)  
Clare Bird (CB)  
Stephanie Ritchie (SR) - Observer  
Sharon McDonald (SM) - Observer

**1. Apologies**

Arlene Martin (AM)

**2. Declaration Of Interest**

ES welcomed 2 potential Committee members who will observe today, SR & SM. It was noted that both have applied for membership of the Association and as such are declared interests for item 11.

**3. Minutes of Previous Meeting 30<sup>th</sup> July 2024**

The minutes of the previous meeting were approved on a proposal by KM seconded by JM.

**4. Matters Arising From Minute**

DW thanked MC members who made it along to the development day on 24<sup>th</sup> August. It was a very positive day with MC members providing a high level of input towards setting the strategic direction of the organisation. Once the meeting notes have been compiled by Angela Spence, DW will look to make these the basis for developing our new Business Plan. MC will be involved in structuring this throughout the coming year.

**5. Management Accounts Q1**

FMD presented the Management Accounts to MC.

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FMD asked the MC to refer to the papers distributed outlining the management accounts for quarter 1. The expected spend is under by almost £52,000 with void loss being better than expected. FMD explained that the Assets and Liabilities section is detailed from day one of the Association and there are no concerns at all with the figures presented.

The MC discussed the positive financial position that the Association is in, highlighting the continuing need for a healthy surplus as we await clarity on EESSH2.

MC noted the Management Accounts Q1.

**6. Rule 68 report**

DW confirmed that the Association is meeting their requirements under rule 68. He confirmed that all requirements set out in rules 62 and 67 are being achieved.

The MC noted the continuing compliance with these rules.

**7. Draft Assurance Statement**

DW presented to the MC a proposed draft of the Assurance Statement. He detailed that the Assurance Statement is required to be submitted in October, however as the next meeting is the AGM, he wished that the MC have adequate time to consider the document and to review the Evidence Bank to ensure that the statement is accurate. MC were reminded of how to access the evidence bank. DW detailed that as we are currently having a governance review carried out and an internal Audit of our Assurance these reports may impact the MC's assurance; he advised that he has submitted the draft to Angela Spence (governance review) and she believes that this reflects the expected findings and recommendations of her report. MC reflected on the considerable amounts of changes that have occurred in the last year, particularly that we have replaced or updated many of our policies, implemented a change in the format of the Committee papers, and appointed external consultants and auditors to review our processes and provide assurance. ES thanked the MC for their positive approach in embracing these changes.

The MC agreed to review the draft statement, to consider their assurance level in line with the evidence bank, and to consider both in comparison to the Scottish Housing Regulator's previous findings on non-compliance. The Assurance Statement shall again be discussed at the October's Board Meeting.

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**8. Whistleblowing**

DW advised that whistleblowing is now a standing item as part of the agenda planner for the year. He reminded the MC of our policy on whistleblowing, the definition of whistleblowing that we use, and the responsibilities that the MC have for managing whistleblowing. He detailed there have been no incidences of whistleblowing within the quarter.

**9. AGM Arrangements**

DW confirmed the date of the AGM is 17<sup>th</sup> September 2024 at 6pm in the Phoenix Centre. All members of the Association have received a letter outlining the evening including the bingo game and free prize draw. All tenants who are not Association members have also been lettered outlining the advantages of becoming a member. This is further covered in item 11. FM agreed to be the Bingo caller.

DW outlined the rules requirement on members standing down, this having previously been detailed in an e-mail to all members. ES and JB are required to stand down as the longest serving members, whilst FM is required to stand down as a co-optee. All three are looking to re-stand. SR and SM may be looking to stand for election on the evening.

DW detailed that following the election process and the conclusion of the AGM, the Committee will hold a brief meeting to carry out the election of the office bearers.

The MC noted the arrangements for the AGM.

**10. Common Good**

One application has been submitted for the Common Good Fund. Drumchapel Amateur Pantomime Group are a local group for adults and children with additional needs. They work hard to give the members a fun experience as well as being entertaining for the local community. MC discussed at length, and it was agreed that the sum [REDACTED] would be granted to the group for their Winter Pantomime. It was agreed that we should ensure some positive publicity for KCHA with regards to the donation.

**11. Membership Applications**

A concerted effort has been made to increase the membership of the Association with letters being sent to all non-member tenants. This has

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resulted in 6 new applications for membership. MC discussed and agreed the membership [REDACTED]

The MC agreed that if any further applications are submitted, prior to the 3<sup>rd</sup> of September, DW shall contact the MC with regards to the application and confirm if the MC are happy to grant membership.

12. **AOCB**

[REDACTED]

13. **Date of Next meeting** is the AGM on 17<sup>th</sup> September 2024 at 6pm at the Phoenix Centre.