

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26th MAY 2026
IN THE KCHA OFFICES**

Present: Kirsteen McLerie (KM)
Elaine Shaw (ES)
John Barclay (JB)
Gerry Toner (GT)
Arlene Martin (AM)
Sharon McDonald (SM)
Fiona Mills (FM)
Stephanie Ritchie (SR)

In Attendance: Daniel Wilson (DW)
Lauren McKinlay (LM)
Joy Chilambe (JC)
Fettes McDonald (FMD)
Alexander Cameron (AC)

1 Apologies

Jacqueline MacColl, and Margaret McKenzie.

Redacted Information.

2 Declarations of interest

None Declared.

3 Minutes of the last meeting held on 28th April 2026

DW updated the MC under point 3. We are currently undertaking procurement, as detailed in the agenda under point 11. Once this is completed, we will have a better understanding of true costs, which will allow the MC to make a better-informed decision on the cost implications of amendments to the life cycles for bathrooms.

AM approved, ES seconded.

4 Finance Training

FMD presented the first part of the two-part refresher course on Management Committee Finance.

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5 Loan Portfolio Return

FMD submitted to the MC the Loan Portfolio Return, which detailed that we have no current loans. The MC agreed for this to be submitted to the SHR.

6 Internal Audit Plan

AC discussed with the MC the proposed audits for the coming year. It was proposed that the auditors consider stock condition data, anti-social behaviour, and treasury management. SR enquired as to why these three had been considered. AC advised that the stock condition would be in keeping with the recent annual return guidance from the SHR. The other areas were proposed to cover all departments. On discussion, the MC felt that treasury management was not currently a key area, as we are not looking to develop and do not have loans; we had also recently audited financial controls. It was proposed instead to bring ICT security into the audits.

The MC agreed to the revised internal audit plan.

7 Management Accounts

JC led the MC through the management accounts.

We have underspends in salaries and in advertising, which counterbalance some minor overspends, such as insurance, which increased in cost in the year. The MC noted that we remain in a strong financial position, with high levels of accessible funds that sufficiently cover the costs of our liabilities and cover us for unexpected costs with budgets continue to be balanced.

The MC approved the accounts.

8 Drumcog Training

DW detailed that Drumcog training is now being recorded and the videos are being uploaded to ShareSpace. He asked that all MC members ensure that they are able to access these; if they cannot attend the training, they should seek to watch the videos so they can keep up to date with training and knowledge of the sector.

9 KCHA Governing Body Members Guide

DW detailed that we have had the guides (item 9 and 10) in place for some time. These have been developed with support from SFHA. The MC discussed these guides and felt they continue to remain fit for purpose, with the roles and responsibilities of committee members and office bearers being clearly defined.

10 KCHA Governing Body Members and Office Bearers

As above.

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11 Procurement of Kitchens and Bathrooms

DW discussed with the MC the feedback from the tenants with regard to satisfaction with the current project **Redacted Information**. The MC agreed that DW will work with the SPA to look at procuring the next bathroom contract, in a style that allows for a continued contract for up to 5 years should the initial work prove satisfactory.

We will look to run a mini-competition with the findings shared with the MC to decide on the appointed contractor.

12 Membership Applications and Cancellations

No changes.

13 AOCB

DW advised the MC on staffing updates. He advised that this had been detailed as a risk in both the risk register and in previous appraisals. LM has secured a permanent post. MC were aware that she was covering maternity leave, and noted that they were happy that she has now secured permanent employment within the sector. We have taken on a temporary member of staff via EVH, Lavanya Jayaprabu.

Redacted Information.

DW detailed that we have received an invoice for our annual insurance payment. Due to its amount, this requires agreement by the MC. The MC agreed to the payment of the annual insurance charge.

14 Date of Next Meeting

30th June 2026.