

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 24th FEBRUARY 2026
IN THE KCHA OFFICES**

Present: Kirsteen McLerie (KM) (Arrived at point 8)
Sharon McDonald (SM) (Left at point 11)
Elaine Shaw (ES)
John Barclay (JB)
Gerry Toner (GT)
Margaret McKenzie (MM)
Stephanie Ritchie (SR)

In Attendance: Daniel Wilson (DW)
Clare Bird (CB)
Joy Chilambe (JC)
Lorna Ravell EVH (LR), as an observer.

1 Apologies

DW detailed that KM, the Chair, was running late. SM, as Vice Chair chaired the meeting until her arrival and this will be detailed in the minutes.

Redacted Information

2 Declarations of interest

None declared

3 Minutes of the meeting held on 27th January 2026

Proposed by ES and seconded by JB.

DW provided an update on the following points:

Point 7 – Letters for rent increase have now been hand delivered to all tenants in line with the requirements as set in the tenancy agreements.

Point 15 – This is point 11 on tonight's agenda.

Point 18 – DW has been in touch with First Bus. Unfortunately, in spite of detailing that they would respond further, they have yet to do so. DW highlighted a concern that they do not appear to have much interest in actively engaging with us.

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4 Management Accounts to December 2025

JC provided an overview of the Q3 Management Accounts to 31 December 2026.

At the end of the third quarter the overall surplus was higher than projected. As spending is lower than anticipated, she explained the impact this had on the Statement of Financial Position.

Committee were advised that we are awaiting QS Certificates and invoices from Kitchen Contractors prior to paying out for these works. This means our cash balance is higher compared to budget. JC also highlighted that our Gross rent arrears have reduced from last quarter and remain low at a healthy 2.55%. She also went on to explain any variations to budget in regards to management expenses.

There were no material concerns regarding any KPI indicators to date.

The MC discussed the accounts and agreed that we are in a strong financial position with adequate cash surpluses to cover all our planned investment works and to mitigated any unplanned costs.

The committee approved the management accounts to 31 December 2026 having first been approved by ES and Seconded by GT

5 Board Planner 2025 to 2026

DW presented the Board Planner for the coming year, this details the standard items that will be submitted to the Management Committee through the year which includes the Risk Register, KPI's, Health & Safety KPIs, Management Accounts, Minutes of previous meetings, Membership updates. During the year we will also report on complaints, as suggested by the auditors, and on rule 68 in August. The MC agreed that these documents provided a good basis for performance reporting and allows them to gain assurance.

The MC discussed and agreed to continue hosting the AGM in September and asked DW to oversee the arrangements.

6 Health and Safety KPIs

Jacqueline Brown has created this report for the MC. MC perused the report which uses the 'Traffic Light' scheme to highlight any areas of concern or

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requiring improvement. DW advised that this report follows the key areas of focus as highlighted by the SHR. Many of these are not of direct relevance to ourselves, some having been permanently addressed, however it continues to provide assurance through reporting on these so that the MC are aware that they are addressed.

- All Electricity checks are up to date
- Legionella – we are in the process of removing all water tanks, this will significantly reduce the risks of legionella.
- Asbestos reporting – we have no asbestos present in any of our properties however we will continue to report on this.
- Fire Safety – all aspects of fire safety are up to date.
- Building Anchors – these have all been removed from buildings mitigating the need for inspections.
- Damp & Mould remains a priority for us. We have only received 5 reports of damp & mould in the quarter. DW provided an update on all cases, the causes and solutions. Some were repair issues: a leaking roof, broken bathroom fans. These repairs were carried out quickly. Condensation was an issue for one case and we ensured that we engaged with the tenant and gave advice on how to prevent condensation building up.

It is now an ingrained procedure that where any case is reported, it is recorded in our register, and we carry out follow up checks to ensure no-recurrence.

7 Garden Cutting Consultation

As discussed in previous meetings, all tenants who receive the service have now been contacted by letter highlighting the increased amounts. Those that receive the mandatory service were consulted with, with only one tenant responding detailing they were happy with the change. The MC affirmed that they are happy, following this consultation, for the charge to be increased to reflect true costs. Those that receive the non-mandatory charge have been contacted and offered the opportunity to continue or leave the service. To date, they have all remained on the service.

8 Windows Procurement

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Notifiable Event

DW updated the MC formally on the recent notifiable event. He advised this was due to an internal name change by our auditors from Chiene and Tait to CT. He had discussed this with the regulator as it was not clearly a notifiable issue, as the company continues to officially trade as Chiene and Tait. However, as a precaution a notifiable event was raised, the MC were advised by e-mail, and the event has now been closed by the SHR.

9 Write Offs

DW updated the MC on the years write offs. He confirmed that the MC had previously agreed, as set in the policy, the delegation of write offs up to £1000 to the Director. Accordingly the debts within the report have been written off. In total, we have write offs at £1375, which is a healthy amount for the year. The MC discussed and agreed that our process for addressing write offs remains efficient.

10 Public Holiday. 15th June

MC discussed the public holiday that was announced by the FM to celebrate Scotland's first game in the World Cup in June. It has received Royal Assent however companies have the freedom to decide whether to grant this to staff. MC discussed this, and whilst there was debate over the necessity of this holiday, they felt it was an important opportunity to recognise and reward the hard work of the staffing team and so agreed for this public holiday.

11 Citizens Advice Report

DW provided an update on the services provide by CAB. These continue to offer a key support to tenants facing financial concerns. MM stated that the service is invaluable to tenants. The MC agreed to continue to monitor this support.

12 Updated Policies

13.1 Arrears Management Policy

DW advised of a slight change to wording at 4.1, page 6, to reflect our increased focus to using home visits as the best means to engage with tenants in financial

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hardship as this also allows us to become aware where a tenancy may be at risk of failing or where there are extra support needs.

13.2 Legionella Policy

It is a legal requirement to have a policy and DW advised that this has now been updated. The impact on KCHA is limited as we are looking to remove water tanks and our void turn around is exceptionally fast, but we will continue to maintain and review the policy being mindful of any legislative changes.

13.3 Relet Standards Policy

DW advised that the relet standards have been amended to include the requirements as set out by the Scottish Government in coming legislation that properties are “Free from any substantial damp & mould”.

13.4 Rent Setting Policy

The MC discussed the rent setting policy including the proposal that this no longer detailed a need for the Association to provide the lowest rents in Drumchapel. Instead this will now reflect, as agreed at the away day, that rents will be competitive and we will seek to ensure affordability, but also that rent levels will reflect budgetary needs.

13.5 Training Policy

No changes

13 Membership Applications and Cancellations

DW advised that there have been no new applications or cancellations.

14 AOCB

Redacted Information

Pensions had previously been discussed at the MC, and it was suggested that we bring in consultants to discuss and explain to staff the pension options available. DW and JC have now sourced this and will look to provide such training.

DW enquired if the MC feel there would be a benefit to another away day at which the strategic objectives and directions of the Association can be

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discussed and reviewed. The MC discussed this and agreed it would be beneficial to explore this further via e-mails to check planning and availability.

15 Date of Next Meeting

Tuesday 31st March @ 17.45 @ KCHA office.