

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 25th August 2026
IN THE KCHA OFFICES**

Present: Kirsteen McLerie (KM)
Sharon McDonald (SM)
Elaine Shaw (ES)
John Barclay (JB)
Fiona Mills (FM)
Margaret McKenzie (MM)
Stephanie Ritchie (SR)
Jacqueline McColl (JM)
Arlene McCourt (AMc) – Observer.

In Attendance: Daniel Wilson (DW)
Clare Bird (CB)
Lyndsey McGillion (LM)

1 Apologies

Apologies were received from Gerry Toner.

2 Declarations of interest

No Declarations were received.

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

DW advised that with regard to point number 4, the management accounts which have been submitted to the Regulator. He detailed that, during the AGM processes, it was realised that there has been an error in the accounts: Committee Member Elaine Shaw has been omitted. This mistake by our auditors has now been amended and highlighted to the SHR. DW apologised to ES for this failing.

DW advised that the updated KPI targets have now been adopted and are on display across the office for the staffing team.

With regard to point 15, Lyndsey McGillion has now commenced working for KCHA as the Housing Manager, and the MC welcomed her both to the association and this meeting.

The minutes were approved by ES and seconded by MM.

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4 AGM arrangements

It was confirmed that the AGM is taking place on 22nd September 2026 at 6pm in the Drumchapel Community Centre on Kinfauns Drive. All members of the association have had letters sent to them. A further letter will be sent 14 days prior to the AGM.

DW reminded the MC of the importance of the AGM and ensuring that we are quorate.

FM declared that she will miss the AGM due to prior holiday arrangements. She will ensure that she has completed a proxy vote beforehand.

5 Procedure for Election at the AGM

DW highlighted the process for the AGM and the requirements with regards to stepping down and elections. Following the Rules, the 3 longest serving committee members must step down and be re-elected. This year that is MM, SM and ES. All three have detailed the wish to stand again. DW confirmed that standing down members do not require nomination.

JM is currently sitting as a casual vacancy, and as such is required to stand down and seek election. AMc is looking to stand for election. Both will see nomination prior to the AGM.

SM sought clarity on the rules with regard to elections, and DW explained the process including that should there be more nominations than available places an election will occur at the AGM.

6 Evidence Bank Updates

DW provided a short presentation on the online evidence bank, highlighting the evidence stored under each of the Scottish Housing Regulator's Regulatory Standards.

Committee were advised to let DW know if there are any issues with access and the newer members of the committee will be issued with a log in in the near future.

DW requested that all MC members ensure to regularly check the evidence bank and are confident that this information provides adequate assurance.

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7 Annual Assurance Statement. Draft

DW presented to the MC the draft Annual Assurance Statement. The MC discussed the clauses in the assurance statement and agreed that they continue to have assurance that the Association is meeting its regulatory requirements. The MC voted and agreed to submit the Annual Assurance Statement for 2026.

8 Correspondence from SFHA re: protests

The SFHA have written to associations detailing continuing concerns regarding protests. These protests have centred on the allocation of properties. KCHA allocate properties as per our allocation policy alongside the need to allocate 67% of void properties to GCC Homeless Services.

DW updated the committee on the challenges that are arising from the homeless crisis and how this may be impacting upon the community.

He also detailed that integrating new households within the community has been a growing challenge, and this has not been assisted by the reduction in amenities such as local groups.

9 Report on Whistleblowing

DW presented the annual report on whistleblowing.

The MC noted that there have been no instances of whistleblowing but also that we have adequate processes in place to support such whistleblowing should they occur.

10 Rule 68 Report

DW, acting as secretary, presented the annual update on Rule 68. He detailed that membership and the accounts are up to date and that the association continue to function in accordance with the Rules.

11 Shared Ownership Policy

The new Shared Ownership policy was considered and agreed by the MC.

12 Staff Code of Conduct

DW detailed the changes that have been proposed by Employers in Voluntary Housing (EVH) to the staff code of conduct. These have been agreed in

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advance with the Trades Union, and have been circulated with the staffing team at KCHA. The team have highlighted no concerns.
The MC considered and agreed the updated policy.

13 AOCB

Window Replacement Contract.

Prior to the commencement of the recent window contract DW and Jacqueline Brown, attended the tenements at 47 and 49 lochgoin Avenue with staff from Sidey to review the facings. At this stage, the facings looked in adequate condition. However, since the commencement of the work, the timber frames have deteriorated significantly. This may in part be due to exposure to the elements – particularly the dry summer.

DW detailed that this had not been highlighted as an area of concern in the previous stock condition survey, but since the concerns had been raised, KCHA has carried out two inspections of these facings, and it is apparent that we cannot delay carrying out this work into the next financial year.

DW has asked Sidey to provide a quote for these works as they are already on site, and this quote was circulated at the meeting.

The cost for replacing this is in the region of **Redacted**.

MC discussed this and agreed that these works must be prioritised to ensure that we continue to provide safe properties. They instructed DW to meet with Sidey and confirm this work as a matter of priority.

Membership of organisation – one application received, **Redacted**. MC approved this membership request.

Housing and Regeneration Programme (HARP) – This is funding from GCC. It was requested that Joy Chilambe, Finance Officer, be added to the signatories for this funding. MC approved this.

Monthly MC Papers – DW suggested that MC members consider if it may be preferable for them to receive the MC papers in an electronic format. This would help reduce the impact on the environment and reduce the administrative time in collating these papers. It would also reduce mail costs.

He detailed that we could look to budget in the coming year for the provision of laptops to MC members who wished for these, and asked that members contact him to detail their preference.

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14 Date of Next Meeting: AGM 22nd September 2026