

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 25th November 2025
IN THE KCHA OFFICES**

Present: Kirsteen McLerie (KM)
Sharon McDonald (SD)
Elaine Shaw (ES)
John Barclay (JB)
Margaret McKenzie (MM)
Fiona Mills (FM)
Sharon McDonald (SD)
Gerry Toner (GT)
Redacted – Observer.

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

1 Apologies

Arlene Martin (AM), Jane McDonald (JM).

Information Redacted

2 Declarations of interest

No declarations were made.

3 Minutes of the meeting held on 28th October 2025

The minutes were agreed, having been first proposed by ES and seconded by JB.

Redacted Information

4 Pensions Trust Valuation (Presentation (FMD))

Redacted Information

5 Management Accounts

FMD continued by discussing the management accounts drafted to September 2025, marking the halfway point of the financial year. FMD explained that the projected

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ratios are healthy and that there are no areas of concern. He drew the MC's attention to overheads as a percentage of turnover.

Cash levels are currently higher because the component replacement works have not yet been carried out or paid for, which accounts for the increased cash position.

Estate costs are above budget, primarily due to higher maintenance costs, though this is not considered a cause for concern.

Redacted Information

DW detailed that if the management Committee have any further questions or queries arising from the budget, they can speak to DW or JC for clarity on the figures.

6 Draft Budget Consultation

Redacted Information

7 Water Tanks

DW covered this issue at point 3 above.

8 Report on Codes of Conducts

DW reported that, **Redacted**, all Codes of Conduct have been signed and returned for both MC members and staff. There have been a limited number of declared interests, and where this has been the case, mitigating procedures have been put in place. These details have all been saved in our register, and the Chair has reviewed the register and is happy that sufficient processes are in place to manage any potential conflicts.

He reminded the MC members that, should any changes occur to their situation giving rise to a potential conflict, they should contact him or the Chair.

9 DPO update

Due to a conflict of schedules, this matter will be carried to the January meeting.

10 Data Act 2025

As above.

11 Procurement of contractor for Kitchens and Bathroom

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DW updated the MC on the procurement process and the planned improvement works. He detailed that we had originally procured with the support of Atkison Partnership and appointed MCN, with the MC agreeing to this procurement at the September AGM. However, MCN have now withdrawn from the contract. DW had then emailed and spoken with MC members, and they agreed to the suggestion made by Atkinson Partnership that we offer the contract to the second-highest-ranked tender, being McGregor's. On this basis, the Association has now met with McGregor's and instructed them to carry out the kitchen works for this year. The MC discussed the importance of ensuring that we achieve value for money from such a contract, and particularly ensuring that the quality of the kitchen supplied is high and capable of withstanding wear and tear. The MC agreed that we will use this initial project as a means to test the quality of the product and this new company. We will also appoint an external clerk of works to ensure quality is being delivered.

12 Governance Action Plan

The MC discussed the updated action plan and noted that the vast majority of this has now been completed. The only outstanding areas being tenant participation and energy efficiency. DW detailed that we will look to improve the former once we have fully embedded our IT system, whilst the latter is likely to be clear until after the coming Scottish Government elections.

The MC agreed to quarterly review the action plan going forward.

13 Memberships Applications and Updates

DW stated there are no new applications or cancellations.

14 Health and Safety

DW updated the Committee on the health and safety KPIs. He reported that all Legionella inspections have been completed in the tenement properties.

Redacted Information

DW noted that the organisation is entering the time of year when condensation becomes more common, the housing management team will continue to work with tenants to address any issues that may arise through condensation and ensure adequate air flow within properties.

15 Pets Policy

DW discussed the new Pet's Policy. KCHA has developed this policy with the Dogs Trust. The MC discussed and agreed the policy, with DW sharing the policy with tenants to also seek their feedback.

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16 Data Protection Policy

The data protection policy was agreed.

17 CCTV Policy

The CCTV policy was agreed.

18 Employment References Policy

DW discussed the employment references policy issued by EVH. He detailed that this is likely to be adopted across the sector, and the MC agreed to its use.

19 Community Support Fund Application. Drumchapel Life

Redacted Information

20 AOCB

Redacted Information

Date of Next Meeting

27th January 2026 @ KCHA offices @ 17.45