

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26th August 2025
IN THE KCHA OFFICES**

Present: Elaine Shaw (ES)
John Barclay (JB)
Kirsteen McLerie (KM)
Arlene Martin (AM)
Margaret McKenzie (MM)
Sharon McDonald (SM)
Gerry Toner (GT)

In Attendance: Daniel Wilson (DW)
Joy Chilambe (JC),
Lauren McKinlay (LM)

1 Apologies

Jane McDonald, Louise Herity, Fiona Mills, and Stephanie Richie.

2 Declarations of interest

DW advised that item 12 would be a potential conflict for JB as it was with regard to a contract the Association holds with KCEDG, of which JB is a Board Member; however, the item was solely an update, so there was unlikely to be any debate or decision required.

3 Minutes of the Last Meeting held on 2025

The minutes were agreed upon by AM, and seconded by JB.

4 Management Accounts June 2025

JC presented the Accounts. She detailed that at the end of June, our operating surplus totalled XXXX. She detailed that the capital works planned for the year have yet to be completed. Rent arrear levels remain low at 3.2%.

She detailed that the management accounts now include an additional page, "Statement of Cash Flow" as recommended by FMD. This summarises the cash balance and details any upcoming financial obligations.

JC detailed that at the end of June our cash balance in the bank had increased by £40 thousand, leaving us with a closing balance of over £2 million.

Staffing costs were lower than had been budgeted due to the timing of the start of maternity leave.

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26th August 2025
IN THE KCHA OFFICES**

Maintenance costs were higher than budget due to the recent storm.

DW advised that we had taken the decision not to pursue insurance for these damages as each repair would be deemed a separate claim, and this would significantly impact our excess in the coming years.

Void costs were higher than expected and this was primarily due to there being 6 voids within the quarter, and one of the voids being of considerable expense. DW confirmed that we have had an increase in voids, partly due to these, including mutual exchanges. He also reminded the MC that a void had occurred, impacted by domestic violence, which had left the Association with a high number of repairs for which we would not recover the costs.

There had been a considerable repair cost for an adapted bath to be fitted in the care unit, but this was covered through the service charges for the care units.

The office costs were higher than budgeted, but this had been agreed by the MC, covering the works to replace the ceiling and flooring within the office.

JC advised that the Association remains in a strong financial position, working towards our agreed budgets.

5 Annual Assurance Statement

DW advised the Management Committee that we will soon be required to submit our Annual Assurance Statement to the Scottish Housing Regulator. As our next meeting will be the AGM, he wanted to confirm that the MC are happy with this draft. He also detailed that whilst the statement was important, it was critical that the MC were in agreement that we are actually practising what is detailed in the statement. He particularly emphasised the importance of the MC being assured that we are following the regulatory standards and that the evidence contained within our online evidence bank correspondence to this.

The Management Committee members confirmed that they were aware and regularly checked the evidence bank.

The Committee discussed the assurance statement and agreed that this be signed by the Chair and submitted on their behalf.

6 Windows Capital Works

REDACTED INFORMATION

7 Rule 68 Report

DW advised that there is a requirement in the rules that at the meeting preceding the AGM, a report is provided on rules 62 and 67. These detail that minutes are efficiently kept of all meetings, rule 62, and the Association keeps a record on all accounts and securities within its register office, rule 67.

DW confirmed that both rules are being followed.

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26th August 2025
IN THE KCHA OFFICES**

8 Membership Applications and Cancellations

DW advised that we have received an application for membership from REDACTED INFORMATION, who is a tenant of the Association.

The Management Committee discussed and agreed the membership.

9 AGM Arrangements

DW advised that the AGM is now booked for the 23rd of September at the Drumchapel Baptist Church, and invites will be sent out to members of the Association on behalf of the secretary.

These letters will include the proxy form and nomination forms, and he will advise the Management Committee if any members wish to stand for election.

10 Procedure of election at the AGM.

DW detailed the rules with regard to elections at the AGM. He advised that unless members retire, a third of the committee are required to stand down, and these should be the longest-standing members who have not been re-elected. XXX DW confirmed that members standing down in this manner can seek re-election without requiring nomination. DW also advised that for there to be a vote, we would require more people standing for election than available seats on the MC.

REDACTED INFORMATION

DW further advised that XXX is currently a co-optee and as such is required to stand down at the election. He will need to be nominated should he wish to stand for election at the AGM.

11 Defibrillator Application and Installation

DW advised that the British Heart Foundation are offering free defibrillator units via an online application process. As there is a deficit of such emergency equipment within this area of Drumchapel, he proposed that the Association apply, and he confirmed that we have already received permission from our landlord to install such. The MC advised that they were happy for this application to be submitted and that this would be a welcome inclusion to the estate.

12 Office Lease Renewal

REDACTED INFORMATION

13 Kitchen and bathroom tender

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 26th August 2025
IN THE KCHA OFFICES**

DW advised that we are continuing to work on our 30 year plan for investment works within our properties. This includes bathroom and kitchen replacements scheduled to occur over the next 5 years.

REDACTED INFORMATION

14 AOCB

ES raised concerns with regard to the amount of dumping we are seeing within the estate. The MC discussed what options were available and the likely cost of each approach. It was agreed that higher an estate caretaker was not financially viable, and that the installation of CCTV was problematic as it would require it to be set on our properties. GT suggested we should further emphasise this issue in our coming newsletter as well as contact the local councillors. MC agreed that DW will contact the councillors on their behalf and highlight the issue.

The staffing team will also continue to monitor through ongoing estate inspections.

15 Date of Next Meeting

The next meeting will be the AGM on the 23rd September at 6 pm.