

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 30th JUNE 2026
IN THE KCHA OFFICES**

Present: Kirsteen McLerie (KM)
Elaine Shaw (ES)
John Barclay (JB)
Gerry Toner (GT)
Fiona Mills (FM)

In Attendance: Daniel Wilson (DW)
Clare Bird (CB)
Lavanya Jayaprabu (LJ)
Fettes McDonald (FMD)
Barry Truswell of CT, (BT)

1 Apologies

Jacqueline MacColl, Margaret McKenzie, Stephanie Ritchie, Sharon McDonald, and Arlene Martin.

2 Declarations of interest

Redacted Information.

3 Minutes of the last meeting held on 26th May 2026

DW provided an update with regards to:

Item 1 – DW has written to the standing down Committee Member on behalf of the Management Committee thanking her for her service.

Item 5 – The Loan Portfolio has been submitted by FMD

Item 13 – Interviews for the post of Housing Manager will be taking place on Thursday 2nd July.

The minutes were approved by ES and seconded by GT.

4 Annual Accounts

FMD introduced the annual accounts. He detailed that the format remains the same as previous years. He highlighted the report from the Management Committee, the Association's approach to Risk, the main business activities, the reserves, and treasury management. He reminded the MC of the importance of managing the annual accounts and the responsibilities the committee have for ensuring the accuracy of these accounts. The MC committee reviewed the

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accounts and confirmed that the association remains a going concern with a healthy operating surplus.

BT from CT auditors presented the auditors' summary report on the annual accounts. He detailed it was a clean audit and reflected that KCHA were in a strong financial position. He thanked the staffing team for ensuring that the audit ran smoothly and providing all sought information in a timely manner. He detailed the audit process and confirmed this included taking samples across key areas of work. He detailed that there were no audit adjustments, no control issues, and no significant findings to the audit.

The MC approved the accounts, and agreed for the Chair to sign the letter of representation.

5 Finance Training

The MC agreed to carry the training forward to the July meeting.

6 Internal Audit Plan

DW presented the updated report from the internal auditors, which has been modified following the May Committee meeting. The MC discussed and agreed the updated audit plan.

7 Health and Safety KPIs

DW presented the updated Health and Safety KPIs. He advised that these are all on track. Previous decisions to remove the roofing anchors and water tanks ensured that we are more resilient to health and safety concerns. The MC discussed the damp and mould cases, noting that a key issue here is ensuring that tenants report problems with bathroom fans so we can address this quickly.

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8 Governance Report

DW discussed with the MC the annual governance report. He advised that our governance remains on track and that we are progressing in line with our business plan. MC training remains thorough, and we have incorporated part of this into the meetings to ensure essential training is covered by all members. Druncog training is recorded to allow members to catch up with this on their own time. DW advised that he and LJ have been working on further updating the evidence bank, and he reminded the MC to ensure that they regularly check this online resource to ensure that they retain assurance that we are meeting our regulatory requirements.

9 Request to Approve Contractors

DW advised of the changes that we have faced with our contractors. One of our contractors has ceased trading and is now trading under a different name, being that of **Redacted**. Our roofing contractor, **Redacted**. MC approved both contractors.

10 Procurement of Kitchens and Bathrooms

DW provided an update on the procurement process. We are working with the Scottish Procurement Alliance and are hopeful to soon be able to provide procurement details to the MC. The MC agreed that they can review this procurement by e-mail to allow for appointment of a contractor prior to the July meeting, should SPA be able to provide this on time.

11 Membership Applications and Cancellations

There were no changes.

12 AGM

This year's AGM is set for Tuesday 22nd September at Drumchapel Community Centre

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13 Updated Policies

DW advised that the void policy has had some minor updates, and that the policy has been separated to provide a void policy and a separate abandonment policy. The adaptations policy has been updated to provide for clarity on allowing MC to use KCHA funds should we exceed the annual grants. This practice allows for us to ensure reputational risk is avoided in such circumstances.

The MC agreed both policies.

14. FOI and GDPR report

As detailed in the report, we have had one FOI request seeking information on the number of 2-bed properties allocated in the last 2 years. Full information was supplied to the requester within the allocated timescale and the Data Protection Officer oversaw the process.

15. Allocation of property to MC member

Due to under-occupying a larger property, one of the MC members, **Redacted**, has requested a move to a 2-bedroom property which is more suited to their family needs. Due to the points allocated to **Redacted**, they are second in line for an internal transfer. We are aware of a 2-bedroom, 2-storey property which will become available soon due to the current tenant vacating it. The first family on the list require an adapted property; therefore, the property that we have coming up would not be suitable. The MC confirmed the pointing and that allocation of an offer can be made.

16. AOCB

DW provided an invoice for painter works. This is below the procurement level and reflective of budgeted works for painting as agreed. The MC approved the payment of the invoice.

17. Date of next meeting – Tuesday 28th July 2026 @ 17.45 in the KCHA office.