

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 1st October 2025 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & Via Microsoft Teams

Present

Irene Black
Catriona Jamieson (Part)
Jim Kane
Margaret Ann Kelly
Donna Miller
Claire Reynolds (Co-opted)
Gary Wood

In Attendance

John King, Director
Della McKelvie, PA/Office Manager (Mins)

Absent

N/A

Special Leave

Jason Thet

Action

1.0 Apologies:

- 1.1 Apologies received on behalf of Betty McGill, Margaret Pirrie and Mandy Morgan, Co-optee. Catriona Jamieson also submitted apologies prior to meeting advising she would be late.

2.0 Declaration of Interest:

- 2.1 Agenda Item 6 – Claire Reynolds declared an interest in this item. It was agreed that Claire did not require to leave the meeting during this discussion.
- 2.2 Agenda Item 9 – Catriona Jamieson, Margaret Ann Kelly, Donna Miller and Gary Wood all declared an interest in this item. It was agreed that no one had to leave the meeting during this agenda item.

3.0 Minutes of Previous Meetings:

3.1 Finance & Audit Sub-committee – 13th August 2025

The above minutes were approved by Donna Miller and seconded by Jim Kane.

3.2 Management Committee – 27th August 2025

The above minutes were approved by Gary Wood and seconded by Margaret Pirrie.

3.3 Annual General Meeting – 11th September 2025

The above minutes were noted.

3.4 Management Committee – 11th September 2025

The above minutes were approved by Margaret Pirrie and seconded by Gary Wood.

4.0 Matters Arising:

4.1 Meeting Log – 27th August 2025

4.1.1 Committee appraisal under actions outstanding – Committee requested that date of August 2025 be removed as this is an ongoing item and not relevant. **DMcK**

4.1.2 Director advised requested feasibility study for vacant land sites item – tender out for consultants and returns due by 5th November 2025.

4.2 Risk Register – High Risk

Reductions in BHA income and tenant ability to pay rent due to Universal Credit – Committee discussed this risk and advised they wish the following changes due to controls and actions Association have in place to mitigate the risk. Impact 3; **DMcK** Probability 4 giving an overall score of 12.

5.0 Proposals for Co-opted Members 2025/26

- 5.1 Mandy Morgan and Claire Reynolds were both approved as Co-opted.

6.0 Re-affirm Code of Conduct

- 6.1 Management Committee approved the Code of Conduct and signing of document along with declarations of interest forms. Director reminded all that if any time declaration of interests changed throughout the year that a new form should be requested and updated.

7.0 2025/26 Calendar of Meetings & Meeting Programme

- 7.1 Management Committee discussed the calendar of meetings and approved the following changes:

- Change November meeting from 5th to 12th as 5th Guy Fawkes Night.
- Remove the ARC meeting at end of May so it is now included within the main meeting. Committee noted that if information is still required for ARC Return, this may delay the meeting on 6th May by a week but wished 6th May to remain date on calendar at present.
- June meetings to be reduced to one meeting. Policy reviews will be carried out more frequently within the meeting programme so additional June meeting not required.

- 7.2 With the above changes both calendar of meetings and programme of meetings were approved.

8.0 Review of Representative Bodies Membership 2025/26

- 8.1 Irene advised that she could no longer commit to being EVH representative. Margaret Pirrie agreed to step in as EVH representative. Office Manager will check with Mandy Morgan to ensure that she wishes to remain a representative. **DMcK**

No changes to other representatives.

Catriona Jamieson joined the meeting at this point.

9.0 Blairtummock & Rogerfield Opportunities Nominations to Board 2025/26

- 9.1 Error within report noted by Committee, Donna Miller should be included as also being on BRO Board.

Both Donna and Catriona agreed to remain on BRO Board.

10.0 Health & Safety Sub-committee

- 10.1 Section 3.21 – Adverse Weather Conditions
Section 3.22 – Hand Arm Vibration
Section 4.1 – Manual Handling

Management Committee noted that all the above sections have been issued to staff, and no issues of concern were raised.

11.0 Annual Report/Charter Report

- 11.1 Management Committee agreed to complete the annual report in same manner as last year but to issue to tenants only this year, also ensure it is placed on website and advertise on social media sites.

12.0 Christmas Cards

- 12.1 Management Committee agreed to have the Christmas Card Competition in same format as last year and to issue to all tenants, sharing owners and owners.

13.0 CX Feedback

- 13.1 Director advised that he had brought this item back to Management Committee as the costs exceeded

what was previously approved once VAT was included.

- 13.2 Management Committee discussed the long-term cost savings/training for staff and opportunities to use in a wider capacity ensuing further savings.
- 13.3 Approval to purchase CX Feedback was granted but Association must ensure that any resident who wish paper copies of information still receive these.
- 13.4 Management Committee then agreed that next year the Christmas Card winning entry could be issued digitally via CX, this year will be final year a card will be printed and posted to all.

14.0 Anti-social Behaviour Conviction

- 14.1 Management Committee discussed the issue of the tenant being convicted of an act of anti-social behaviour where another tenant's and Association property were both damaged whilst considering the advice given by our Solicitor on how to proceed with tenancy. After lengthy discussion Management Committee approved issuing a Short Scottish Secure Tenancy for a period of 12 months to monitor the behaviour of the tenant, if within that period there are further issues of anti-social behaviour Committee wish to proceed to court to end tenancy.

15.0 Representative Bodies Feedback

No updates from representatives.

15.1 EVH

No update.

15.2 EHRA

No update.

15.3 SHR

No update.

15.4 SFHA

No update. Information continues to be issued weekly and Management Committee will advise once if interested in attending any training sessions.

15.5 SHARE

No update. Training information continues to be distributed.

15.6 GWSF

No update.

16.0 Correspondence Report

16.1 No correspondence report.

17.0 Date & Time of next meeting – 12th November 2025 @ 6.30pm

17.1 Date and time of next meeting noted.

18.0 Any other Competent Business

18.1 Christmas Party Night

Office Manager advised of the following Christmas party nights with availability for 12th December 2025.

- Garfield House Hotel - £45
- Hampden Park - £49.95
- Hilton Cambridge Street - £72

Management Committee agreed to book Garfield House Hotel on 12th December and to use the taxi account for transport rather than booking a minibus.

18.2 Auditor

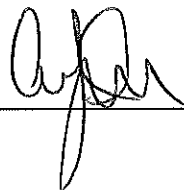
Prior to the Annual General Meeting it was agreed not to appoint Alexander Sloan as auditors for the forthcoming financial year so that the Association can tender for the position. Rules state that we must have General Meeting to progress and Director suggested to hold this prior to the next Management Committee meeting on 12th November 2025.

Management Committee discussed the necessity of tendering for audit services and approved the General Meeting to be organised on 12th November 2025.

As no further business to discuss the meeting closed at 7.10pm.

Della McKelvie
October 2025

Chairperson:

A handwritten signature in black ink, appearing to be 'Della McKelvie', written over a horizontal line.

