

## **Blairtummock Housing Association**

### **Minutes of the Management Committee meeting held on Wednesday 22<sup>nd</sup> October 2025 @ 6pm at 45 Boyndie Street**

#### **Present**

Catriona Jamieson

Jim Kane

Margaret Ann Kelly

Mandy Morgan, Co-opted (Part)

Betty McGill

Margaret Pirrie

Gary Wood

#### **In Attendance**

Gillian Bell, Housing Services Manager

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 Irene Black, Donna Miller and Claire Reynolds, Co-opted.

#### **2.0 Declaration of Interests**

- 2.1 Catriona Jamieson and Betty McGill both declared an interest in Agenda Item 5: District Heating System. It was agreed that neither would leave the meeting during discussions.

#### **3.0 Overview of Annual Assurance Statement - Presentation**

- 3.1 Director gave presentation on the Annual Assurance Statement explaining what it means, why it is important and the purpose.

#### **4.0 ANNUAL ASSURANCE STATEMENT**

- 4.1 **SFHA Self-Assurance Toolkit**

The Director advised that the SFHA toolkit is being used again this year, consistent with previous years, to provide assurance regarding the evidence presented to the Management Committee. Updates for this year are highlighted in green.

The Management Committee noted the process undertaken to date and acknowledged that the toolkit, along with supporting information from previous years, will be available via the Committee portal.

Following a general discussion on the evidence, the Committee confirmed that no areas of non-compliance were identified.

**Supporting evidence includes:**

- Internal and external audit reports
- Performance reports covering service delivery, governance, finance, risk, and asset management
- Information provided by senior staff
- Tenant and customer feedback from drop-in sessions and targeted consultations
- Advice from external specialist advisers

The Management Committee approved the Annual Assurance Statement response to the Scottish Housing Regulator and authorised the Chairperson to sign the document. The signed statement will be submitted to the Regulator and published on the Association's website.

The Director also advised that the Assurance Statement process will be reviewed by the Internal Auditor. Discussions are ongoing to refine the process, aiming to enhance precision while maintaining comprehensive evidence to ensure robust assurance. The Auditor noted that a reference document used by other associations will be shared during the audit.

**Mandy Morgan joined the meeting at this point.**

## **5.0 District Heating System**

- 5.1 Housing Services Manager presented report on the District Heating Systems and the ongoing maintenance issues.

Management Committee debated issues with boiler and possible outcomes for repairing or replacing boiler and agreed that repairs only remedy would be an expensive cost if not successful and costs of new boiler would still be incurred. It was approved to purchase new boiler, one that is modified for easier access for maintenance and cleaning if all the Renewable Heat Incentive Grant guidelines were met.

## **6.0 Date & Time of Next Meeting – Wednesday 12<sup>th</sup> November 2025**

6.1 Date of next meeting was noted.

## **7.0 Any Other Competent Business**

### **7.1 Good Neighbour Award**

Housing Services Manager requested assistance in choosing an overall winner and runner up for above award, an anonymised spreadsheet with comments on why each person was nominated was presented.

Management Committee discussed the various nominations and then voted; number 7 was overall winner and number 2 runner up. All nominations to receive plaque with small bunch flowers, prizes for winner and runner up to be organised.

### **7.2 Tenants Panel Meeting**

The Housing Services Manager reported that no one attended the initial meeting.

The Committee discussed ways to improve future attendance, such as adjusting meeting times and offering food.

They also agreed that the initiative would be a good opportunity for them to encourage residents to join the Management Committee. Inviting interested individuals to attend a few meetings once comfortable in their role within tenant's panel could help them understand the Committee's role and support neighbourhood development.

### 7.3 **Christmas Night**

PA/Office Manager confirmed that Garfield House Hotel has been booked for Friday 12<sup>th</sup> December 2025.

### 7.4 **General Meeting – 12<sup>th</sup> November 2025**

The process for convening a general meeting was discussed.

The general meeting is intended to enable the Association to proceed with the tendering of audit services.

**As there was no further business to discuss the meeting closed 7.10pm.**

**Della McKelvie  
October 2025**

Chairperson: \_\_\_\_\_