

MINUTES OF MEETING OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY 23 JUNE 2026 AT 6.00 P.M. IN PERSON AT 77-83 KILBOWIE ROAD, CLYDEBANK G81 1BL AND VIA A VIDEO CONFERENCING LINK

ACTION

Present:

Mrs C. Boyle	Chairperson	In person	Elected Member
Ms D. Smith	Vice Chairperson	In person	Elected Member
Mrs L. Ramsay	Treasurer	In person	Elected Member
Mr P. Shiach	Secretary	In person	Elected Member
Mr J. O'Donnell		In person	Elected Member
Mr C. Johnson		In person	Elected Member
Mrs L. Dickie		Online	Elected Member
Mr D. Adeoye		Online	Elected Member
Councillor Johal		Online	Co-opted Member
Councillor Traynor		Online	Co-opted Member

Quorum required: 4 members (excluding co-opted)
Quorum achieved: Yes

In Attendance:

Mrs L. Lees	In person	Chief Executive
Mr J. Devlin	In person	Housing Services Manager
Mrs S. Farrell	In person	Customer & CS Manager
Mrs M. Cameron	In person	Housing Assistant
	Online	Auditor

1. Apologies

Apologies were received from Mrs M. Richford.

2. Chairperson's Remarks

The Chairperson welcomed everyone to the meeting. It was noted that a quorum was present to enable the meeting to go ahead.

3. Declaration of Interest

There were no declarations of interest. It was noted that whilst staff were presenting a staffing report, they would not be making decisions on it.

4. Business Carried Over from Last Meeting

It was noted there was one item under 7d).

5. Management Committee Attendance update (if applicable)

The Chief Executive confirmed that there were no concerns at present.

6. Management Committee External Training/Conference Feedback (if applicable)

There was no feedback to report.

7. Secretary's Report

The Secretary provided the following report:

a) Correspondence (For information)

There was no correspondence received.

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b) Share Membership Applications (Decision/Approval Required)

There were no share membership applications received.

c) MC Membership Applications (Decision/Approval Required)

There were no MC Membership applications received.

d) AGM 2026 update (For information)

The Secretary referred to the AGM and election report from the May meeting. The Management Committee noted that Ms Dickie, who was one of the 3 members to stand for re-election, has since intimated her intention to step down at the 2026 AGM due to other commitments. It was noted that Mr O'Donnell, Mrs Ramsay and Mrs Richford would now be the 3 members to stand for re-election. The Chief Executive also shared that a completed election nomination form had been received from share member, Mr Conarty.

8. Approval of Minutes & Actions Notes

a) Management Committee – 26 May 2026* (Decision/Approval Required)

There were no errors or omissions noted, and the Minute was proposed by Mr O'Donnell seconded by Mrs Boyle and unanimously approved by the Management Committee.

b) Housing Services SC – 19 May 2026* (Decision/Approval Required)

There were no errors or omissions noted, and the Minute was proposed by Ms Smith seconded by Mr O'Donnell and unanimously approved by the Management Committee.

9. Business Arising from the Minutes (Decision/Approval Required)

There was no business arising from the minutes.

10. Ratification of all Minutes (Decision/Approval Required)

Ratification of all Minutes was proposed by Mrs Boyle, seconded by Mrs Ramsay and unanimously approved by the Management Committee.

11. Emergency decisions since last meeting* (Decision/Approval Required)

The Chief Executive referred to the above report and it was noted that 3 decisions had been required since 26 May as follows:

Decision 1 – It was noted that the request from the Chief Executive on 29 May for approval to submit the Five-Year Financial Plans as presented to the Regulator which was agreed by 5 elected members and a co-opted member as detailed.

Decision 2 – It was noted that the request from the Housing Services Manager on 03 June for approval to appoint a contractor for required works on a 3-year contract from 01 July and which was agreed by 5

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elected members and 2 co-opted members as detailed, with the procurement information and budget implications noted.

Decision 3 – It was noted that the request from the Housing Services Manager on 08 June for approval to appoint a contractor for required works on a 1-year contract and which was agreed by 4 elected members, with the procurement information and budget implications noted.

The report was noted by the Management Committee.

12. Clydebank HA Accounts to 31 March 2026* (Decision/Approval Required)

The Chief Executive welcome [REDACTED] from Alexander Sloan, now part of the TC Group. It was noted [REDACTED] was our new Audit Partner as it was good practice to rotate the lead Auditor and that he would go through the detailed accounts and discuss key figures as follows:

Statement of Comprehensive Income for the year ended 31 March 2026 (page 16):

- Increased revenue of c. £6.5m (c. £6.3m – 2025)
- Operating surplus on ordinary activities before taxation of c. £525k (c. £570k – 2025)
- Overall ordinary surplus of c. £262k (c. £231k – 2025)
- C. £95k gain recorded in the valuation of the pension scheme which is dependent on how the scheme and markets are performing. It was noted that this is a book adjustment only
- It was noted that Comprehensive Income is positive at c. £357k (c. £300k – 2025)

Statement of Financial Position as at 31 March 2026 (page 17):

- This Statement shows a “snapshot” of the Association’s affairs as at the 31 March 2026
- Value of Housing Properties has increased slightly to c. £49.1m (c. £48.2m – 2025)
- A strong Net Current Asset position of c. £4.9m (c. £5.1m – 2025) which demonstrates the Association can pay obligations when they become due
- Short term creditors were c. £1.3m
- The pension deficit was noted as c. £223k
- Net Assets of c. £24.7 were noted (c. £24.3m – 2025)

Other:

- Pages 12-15 were prepared in accordance with legislation
- The Cash Flow Statement on page 18 was another representation of the Balance Sheet showing the cash flowing through the Association
- The Statement of Changes in Equity on page 19 and associated notes on pages 20-40 were also highlighted

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██████████ indicated that the auditors were satisfied that the financial statements give a true and fair view of the Association's affairs as at 31 March 2026 in line with all law and legislation.

██████████ concluded by stating it was a clean, unmodified audit report, and invited questions. There was one observation where the Chief Executive confirmed that at the next Finance, Audit & Risk Sub-Committee meeting, a reconciliation will be provided showing any audit adjustments done between the approved March 2026 Management Accounts and the post-audit adjusted Financial Statements.

The Accounts were unanimously approved by the Management Committee and the office bearers will sign electronically after the meeting. The Chief Executive confirmed that legally it has to be the Secretary and 2 office bearers. On this basis, the Chairperson, Secretary and Treasurer would be sent a docu-sign link from auditors.

13. Audit Findings Report – Clydebank HA Ltd* (Approval Required)

The Management Committee was referred to the report which had been circulated prior to the meeting and ██████████ confirmed that there had been no ethical threat to auditor independence and that the key audit risks, which had been outlined in the planning letters, had been covered during the audit fieldwork and no matters are unresolved. ██████████

██████████ confirmed that they had not come across any management overrides of controls or control breaches.

██████████ referred to the issues raised in previous audit finding reports on pages 10-13 and it was noted that 3 of the 4 recommendations made had been implements. It was noted that there was one outstanding in relation to works orders continuing to be included in accruals at year end for work that was carried out post year end but that amounts were not material. The Chief Executive confirmed that she sought clarification on this at the closing audit meeting and will take forward to address.

██████████ invited questions. There were none and the Management Committee unanimously approved the 31 March 2026 Audit Findings Report for CHA.

14. Letter of Representation – Clydebank HA* (Decision/Approval Required)

The Chief Executive referred to the above letter circulated prior to the meeting. ██████████ explained that the Auditors collect a great deal of evidence for the figures used in the annual accounts including viewing supporting documentation but that this letter provides further assurances.

The Chief Executive invited questions. There were none and the Chairperson confirmed this would be signed electronically by the required office bearers and returned to the Auditor following the meeting.

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15. CHA Power Ltd Accounts to 31 March 2026* (Decision/Approval Required)

The Board of CHA Power Ltd was referred to the above accounts, circulated prior to the meeting. Mr Cunningham talked over the accounts and highlighted key figures, as follows:

- Turnover of c. £417k (c. £376k – 2025)
- The gross profit reported of c. £34k (c. (£113k) – 2025) with a small operating loss of c. £323 (c. (£150k)- 2025)
- Balance Sheet on Page 8 - the bank balance position remains positive at c. £298k (c. £255k – 2025)
- Net current asset position of c. £210k (c. £209k – 2025)

██████████ indicated that the auditors were satisfied that the financial statements give clean, unmodified report of CHA Power Ltd's affairs as at 31 March 2026 and have been properly prepared in accordance with relevant legislation and accounting practice.

██████████ invited questions. There were none and the accounts were unanimously approved by the Board of CHA Power Ltd and 2 Directors will sign electronic copies after the meeting.

16. Audit Findings Report – CHA Power Ltd* (Decision/Approval Required)

The Board of CHA Power Ltd was referred to the report which had been circulated prior to the meeting. ██████████ confirmed that this was a clean, unmodified report which the auditors were able to arrive at independently in line with ethical standards/safeguards and that no control weaknesses were found in the management controls.

Mr Cunningham invited questions. There were none and the report was noted and approved by the Board of CHA Power Ltd.

17. Letter of Support – CHA Power Ltd* (Decision/Approval Required)

Mr Cunningham referred to the letter of support circulated prior to the meeting from Clydebank HA to CHA Power Ltd. The Management Committee noted that this was to provide continued assurance and support to CHA Power as a going concern over the next 12 months. ██████████

██████████ invited questions. There were none and the letter of support was agreed as presented.

18. Letter of Representation – CHA Power Ltd* (Decision/Approval Required)

The Chief Executive referred to the above letter circulated prior to the meeting. ██████████ confirmed that it was similar to the letter from the Association, that the Board of CHA Power Ltd make certain representations.

██████████ invited questions. There were none and the Board of CHA Power Ltd approved this item and confirmed this would be signed

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[REDACTED]

[REDACTED]

[REDACTED]

The Management Committee thanked Mrs Cameron for presenting the proposal and left the meeting at this point.

20. Development Report (verbal update)

The Chief Executive stated that the Housing Services Manager and herself had met with a representative of Dawn Construction who represent the owners of the land at Queens Quay, Clydeside Regeneration Limited (CRL). The Management Committee noted that 2 planning applications have recently been approved with Phase 1 consisting of 240 private homes behind our Dumbarton Road properties (Barratt) and Phase 2 consisting of 300 private homes directly opposite Cart Street (Keepmoat Homes).

[REDACTED]

The Management Committee noted that one of the larger commercial units had been let to Nisa Stores but no progress on the unit had been made yet.

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- 21. Declaration of Interest/Entitlements, Payments and Benefits/Gifts and Hospitality Report 2025/26* (Decision/Approval Required)**
The Chief Executive referred to the Secretary's annual report which was circulated just prior to the meeting and shared on screen. The Management Committee noted that all entries in the gifts section were in line with the Association's Policy, with each entry being reviewed and signed off by the Secretary.
- The Chief Executive read over all staff and Management Committee publicly available Declarations of Interest held by the Association and the gifts to Association staff. The Customer & Corporate Services Manager confirmed that a tenant, whilst no doubt generous with confectionery gifts, had been written to as they were about to breach the annual limit of gifts in a few months. The Chief Executive confirmed the importance of managing declarations so, for example, no-one involved with contractors could be involved in any procurement of contracts and that rigorous training had been undertaken with all staff.
- The Chief Executive invited questions. There were none and the Management Committee approved the report. It was noted that the Secretary was happy for his digital signature to be applied.
- 22. Health & Safety Report* (For information)**
The Housing Services Manager referred to the above report circulated prior to the meeting [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].
- The Management Committee noted that further refresher training will be provided to the team but did note that all Health and Safety training is up to date.
- The report was noted by the Management Committee.
- 23. Focus on Governance/Risk**
a) Notifiable Event Register* (For information)
The Chief Executive referred to the above report circulated prior to the meeting and noted that there were 2 new Events. The Management Committee noted that 1 has since been closed off with no further information needed and 1 remained open relating [REDACTED]. The Chief Executive will keep the Regulation Manager and the Committee updated on progress.
- The report was noted by the Management Committee.
- 24. Intranet**
The Chairperson checked that all members had continued access to the Association's Intranet and to contact the office should any problems arise.

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25. Signing of Minutes
The Chief Executive had noted that the use of electronic signatures is ongoing.

26. Date and Time of Next Meeting/Training Session
Per the schedule.

Meeting closed.

Checked by: LL 20.08.2026

Date: _____

APPROVED

PROPOSED

SECONDED

LL/SF

* Indicates report issued with agenda