CALVAY HOUSING ASSOCIATION MINUTES OF 2026/2027
MANAGEMENT COMMITTEE 21 MAY 2026

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member
	Michelle McGill	-	Committee Member
	Janice Mitchell	-	Committee Member
	James Irvine	-	Committee Member
	Alison A'Hara	-	Committee Member
Apologies:	Jim Munro	-	Committee Member
	Peter Howden	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager (Minute Taker)
	Derek Baker	-	Operations Manager
	Gail Dockrell	-	Senior Housing Officer
	Calum McLeod	-	Senior Maintenance Officer
	Fiona Nicholl	-	Finance Consultant
	Ben Macfarlane	-	Observer

2 DECLARATIONS OF INTEREST

A tenant Committee Member declared an interest in the subject of the shop.

10 SHOP LEASE - MINUTE REDACTED – MATTER FALLS OUTWITH SCOPE OF PUBLIC AUTHORITY TASK

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 23 APRIL 2026 APPROVED

The minutes of the Management Committee meeting held on 23 April 2026 were circulated to Committee prior to the meeting and noted. The minutes were approved on a motion by Gordon Laurie, seconded by Bryce Wilson.

4 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

5 MANAGEMENT COMMITTEE DECISIONS TRACKER – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

In response to a question from a Committee Member with regard to natural disasters and loan covenants, the Finance Consultant confirmed that both lenders advised they would work with us in these types of circumstances. Otherwise the decisions tracker was noted.

6 ANNUAL RETURN ON THE CHARTER (ARC) SUBMISSION 2025/26 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager took Committee through the report, noting the reasons for the small number of negative changes as follows:

- Increase in average length of time to complete non-emergency repairs. The Operations Manager advised that this was due to improved recording and reporting.

- Increase in average length of time to relet properties in the last year. The Operations Manager advised that this was due to some properties returned that needed substantial remedial works. However, there is a big push this year to drive this number back down.

- Substantial reduction in rent arrears. The Operations Manager advised that this was due to the work carried out by the Senior Housing Officer and her team.

The Operations Manager invited questions from Committee. Committee conveyed their thanks to staff for the excellent results and approved submission of the ARC to the Scottish Housing Regulator.

7 Q4 REPORTING – MANAGEMENT ACCOUNTS TO 31 MARCH 2026 APPROVED

The Management Accounts to 31 March 2026 were circulated to Committee prior to the meeting and noted. The Finance Consultant apologised for the delay in issuing the papers.

The Finance Consultant reminded Committee that the figures are based on draft accounts. However, the accounts are well developed at this stage with only some final adjustments to be made. Overall, the accounts are showing good results for several reasons including additional grant for medical adaptations, underspend on management expenses, doing stock condition surveys in house, lower interest payable, etc. There was an overspend on reactive maintenance due to the return of several voids that were in poor condition. There were underspends on cyclical maintenance and major repairs and the Finance Consultant explained the reasons for this. Committee were also advised of a small deficit against the Calvay Centre and the reasons for this were outlined in the report, however overall, there is a surplus of approximately £250k, which is better than budget.

Other points noted from the management accounts:

Management Expenses – overspend on staff costs and the reason for this was outlined in the report.

Statement of Financial Position – the Finance Consultant took Committee through this part of the report, noting net current assets of £3.5M.

Cashflow - Committee were advised that property insurance costs have come in around £50k higher than budgeted.

The large surplus and underspend on overheads and component replacements has given us a good amount of headroom for the loan covenants, however this becomes problematic in 2026/27 as utilising the underspend, together with the increased insurance costs, would breach covenants. The Finance Consultant has submitted the draft management accounts to [redacted] last week. Some of the underspend was due to the contractor being unable to deliver on the window contract before the end of

March 2026. The lender has asked to be kept updated and we have agreed to this. The Finance Consultant invited questions from Committee Members.

In response to a question from a Committee Member as to whether the claim for the fire property had impacted on the premium, the Director advised that we are in year 3 of a 3 year agreement and that our insurance broker had not anticipated premiums increasing materially this year, however the insurance company did significantly increase our premium. The Finance Consultant advised that we will have to assess the impact on insurance premiums on our budget in the future.

In response to a question from another Committee Member as to whether the lender will be tolerant or if we will have no choice but to manage planned maintenance spend, the Finance Consultant advised that we cannot breach the covenants.

Otherwise, there were no further questions and the Management Accounts were unanimously approved.

At this point the Chair allowed the Five Year Financial Plans to be brought forward on the agenda.

28 AOCB – FIVE YEAR FINANCIAL PLANS

The Finance Consultant apologised for the late addition of this item. Committee agreed that receiving a paper late was preferable to missing an SHR deadline.

The Finance Consultant advised that she has made one or two minor changes, one of them being the pension past service deficit payment as it runs for four years and not three. It was noted that the figures reconcile with the management accounts as of that morning, with a small deficit showing in Year 4 due to higher spend on planned and cyclical maintenance. Additionally, Committee were reminded that a property was acquired in Q4 and approximately £17k had been used from the cash reserves for this purpose.

In response to a question from a Committee Member, the Finance Consultant confirmed that assumptions about inflation had not been adjusted due to the situation in the Middle East. In response to a further question from a Committee Member, the Finance Consultant confirmed that the Loan Portfolio return is due to come to June's meeting for approval.

Otherwise the Five Year Financial Plans were approved for submission to the Scottish Housing Regulator.

The Finance Consultant left the meeting at this point.

8 Q4 REPORTING – KEY PERFORMANCE INDICATORS – JANUARY TO MARCH 2026 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager took Committee through the report, noting the key points and reasons for dips in performance in a few areas.

Otherwise, there were no further questions, and Committee noted a good report overall for the year, which was unanimously approved.

9 CONTRACTOR PRICE INCREASE – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager outlined the background to the [redacted] contractor's request for a price increase above the already agreed CPI amount. Committee were advised that following discussions with the Association's tender consultant and other associations, it was agreed that the contractor's performance is strong, there are no issues and the pricing is still competitive. If the request was not approved, the contractor has stated that they would have to give notice and it would cost the association a considerable amount to re-tender.

The Operations Manager presented three options and Committee approved the 3rd option, however authority was delegated to the Operations Manager to revert to the other options if there is any pushback from the contractor.

11 APPLICATION FOR MEMBERSHIP – APPROVED

Committee considered application for membership no. 1109. The applicant has also intimated they may be interested in joining the Committee.

Following discussion, this application was approved and authority given for the use of the seal for the share certificate.

12 DIRECTOR'S OBJECTIVES – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted.

13 INVESTMENT UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted.

14 Q4 REPORTING – WIDER ROLE UPDATE – WRITTEN REPORT BY WIDER ROLE MANAGER NOTED

A written report by the Wider Role Manager was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted.

15 Q4 REPORTING – NOTIFIABLE EVENTS REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised he has since submitted a notifiable event due to the social media activity surrounding the shop lease. This was noted.

16 Q4 REPORTING – BUSINESS PLAN PROGRESS REPORT – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. In response to a question from a Committee Member regarding Investors in People, the Director advised that the assessor has come up with a list of areas for us to focus on during the next year.

17 Q4 REPORTING – STRATEGIC RISK REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee were advised that this was taken to Audit & Risk Sub Committee on 7 May.

18 POLICY REVIEW SCHEDULE – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted.

19 SPSO ANNUAL COMPLAINTS 2025-26 – WRITTEN REPORT BY SENIOR HOUSING OFFICER NOTED

A written report by the Senior Housing Officer was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted..

20 Q4 – CHAIR'S ACTIVITIES – WRITTEN REPORT BY CHAIR NOTED

A written report by the Chair was circulated to Committee prior to the meeting and noted. There were no further questions and the report was noted.

21 Q4 REPORTING – EQUALITY AND DIVERSITY ACTION PLAN UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee were advised that we are at the end of the current 3 year plan.

22 Q4 REPORTING – MANAGEMENT COMMITTEE SUCCESSION PLANNING UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. It was noted that one observer was in attendance at tonight's meeting and another will be coming along to the meeting in June. An article has been placed in the latest Newsletter, inviting applications from

tenant members to join the Committee.

23 Q4 REPORTING – MANAGEMENT COMMITTEE LEARNING AND DEVELOPMENT PROGRESS TO MARCH 2026 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

A written report by the Corporate Services Manager was circulated to

Committee prior to the meeting and noted. There were no further questions and the report was noted.

24 Q4 REPORTING – ANNUAL ASSURANCE STATEMENT (AAS) PROCESS – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. The Director reminded Committee that the onus is now on Audit & Risk Sub Committee to assure full Committee that we are adhering to the Annual Assurance Statement process, with sections of the Regulatory Framework being assessed at each A&R sub committee meeting. Management Committee confirmed that they are satisfied with this arrangement and were reminded that the evidence bank is available to all Committee Members to view at any time.

The Corporate Services Manager reminded Committee that we are due to receive an internal audit on the AAS process in June.

25 SIGNING OF MINUTES BY CHAIRPERSON

This to be arranged via Docusign.

26 MINUTES OF OTHER MEETINGS

i. Draft Minutes of the Audit & Risk Sub Committee meeting held on 7 May 2026 noted

The draft minutes of the Audit & Risk Sub Committee meeting held on 7 May 2026 were circulated to Committee prior to the meeting and noted.

27 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM

The record of attendance at Management Committee meetings was circulated to Committee prior to the meeting and noted.

28 AOCB

There was no further business.

29 DATE OF NEXT MEETING

The next meeting is due to take place on Thursday 18 June 2026 at 6.00 pm.

The meeting closed at 7.55 pm.

APPROVED ______________________________ **DATE**________________