

## Blairtummock Housing Association

### Minutes of the Management Committee meeting held on Wednesday 3<sup>rd</sup> December 2025 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

#### Present

Catriona Jamieson (Chair)  
Margaret Ann Kelly  
Donna Miller  
Betty McGill  
Mandy Morgan (Co-opted)  
Claire Reynolds (Co-opted)

#### In Attendance

Gillian Bell, Housing Services Manager  
John King, Director  
Della McKelvie, PA/Office Manager (Mins)  
Linda Russell, Finance Manager (Part)

#### Absent

N/A

#### Special Leave

Jason Thet

#### Action

#### 1.0 Apologies:

1.1 Apologies received on behalf of Irene Black, Jim Kane, Margaret Pirrie and Gary Wood.

#### 2.0 Declaration of Interest:

2.1 All Committee Members declared an interest in Agenda Item 5 – Draft Budget & Rent Proposal. No one required to leave during discussions.

#### 3.0 Minutes of Previous Meetings:

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

The above minutes were for information only.

**3.2 Finance & Audit Sub-committee – 12<sup>th</sup> November 2025**

The above minutes were approved by Catriona Jamieson and seconded by Margaret Ann Kelly.

**3.3 Management Committee – 12<sup>th</sup> November 2025**

The above minutes were approved by Catriona Jamieson and seconded by Donna Miller.

**4.0 Matters Arising:**

**4.1 High Risk Register**

Committee advised that no changes required at this time.

**4.2 Meeting Log – 12<sup>th</sup> November 2025**

Management Committee noted the contents within meeting log, no changes required.

**5.0 Draft Budget & Rent Proposal**

5.1 The Finance Manager presented a conservative estimate of the Association's income and expenditure for 2026/27.

**Discussion & Decisions:**

- Staff Salaries and Pensions

- The Committee reviewed the continuation of fixed-term roles introduced during the current financial year.
- Roles considered:
  - Maintenance Officer [REDACTED]
  - Housing Assistant [REDACTED]

Total cost included in the 2026/27 budget:

[REDACTED].

Committee discussed and agreed the following:

- The Housing Assistant role was recognised as highly beneficial, particularly through Here to Help visits and informing tenants of various ways Association can assist them for example Money Advice Service, Community Chest Fund. Committee approved role to be made permanent.
- The Maintenance Officer role was considered essential due to increased work on tenant safety and compliance regulations. Committee approved role to be made permanent.

- **Carpets for Void Properties**

- Committee discussed how this service greatly assists new tenants in settling into their homes during a period of high living costs and the benefits of noise prevention with carpeted floors, with this in mind Committee approved provision of carpets for void properties within budget.

Staff Suggestions

- **Grass Cutting at Adapted Properties**

Introduce grass cutting as a standard service for adapted properties, removing the need for new tenants to join a waiting list.

- Estimated cost: █████ per year.
- Decision: Management Committee discussed this and approved the recommendation as it was agreed tenants living within adapted properties require additional support and not providing this service is putting up barriers prior to the tenancy beginning.

- **Dolly Parton's Imagination Library**

Association to join the programme, providing monthly books to all children under 5 in the BHA area. Committee noted this would be a valuable early-years support project. Details of numbers and costs are being collated and will be presented at the January meeting.

Office Manager to issue a link to the organisation for Committee members to review prior to decision-making.

**DMcK**

## **5.2 Rent Increase Consultation**

Management Committee deliberated on the proposed rent increase for tenant consultation. Consideration was given to information received from other organisations and the Finance Manager regarding the impact on the current budget and future financial commitments.

During deliberation Committee requested that the consultation leaflet should provide clearer details on how rent income is allocated so more information for tenants, including:

- Staff and office costs
- Repairs and investment
- Money advice services

Committee approved consulting with tenants on a 5.5% rent increase.

**Linda Russell left meeting at this point.**

## **6.0 Health & Safety Sub-committee**

6.1 Management Committee noted the No Working at Height guidance from Health & Safety manual.

## **7.0 Policy Review**

7.1 **Protocol for Management & Declaring Conflicts of Interest**

7.2 **Communication Tools**

7.3 **Training & Development**

Management Committee discussed all policies and approved them with the recommended renewal dates.

## **8.0 Representative Bodies Feedback**

No update from Committee Members present.

### **8.1 EVH**

Monthly update included within papers.

### **8.2 EHRA**

Attendance at meetings remains low.

### **8.3 SHR**

No update.

### **8.4 SFHA**

No update.

### **8.5 SHARE**

Annual Conference information included within papers.

### **8.6 GWSF**

November update attached. Director advised staff attended annual conference and found it informative.

## **9.0 Correspondence Report**

9.1 A request was received from Wee Betty's Café seeking support towards their Boxing Day meal for local residents.

The Management Committee considered the request and as many of the tenants enjoy and use this provision Committee approved a donation of

██████.

9.2

The Director reported that a request was received from St Andrews Secondary School for a contribution towards their annual Christmas Concert. Committee discussed the location of St Andrews Secondary and agreed that St Benedict's Primary School feeds into St Andrews Secondary, and therefore the Committee considered the request appropriate as a local organisation and approved a donation of ██████.

## **10.0 Date & Time of Next Meeting**

10.1 The next meeting will be held on Wednesday 14<sup>th</sup> January 2025 and the photographer will be in attendance.

## **11.0 Any Other Competent Business**

### **11.1 Tender Report for Replacement Kitchens**

HSM advised Management Committee that no tender report would be presented as Quantity Surveyor wished to question some elements of tenders received.

### **11.2 Christmas Event – 8<sup>th</sup> December 2025**

Director reminded Committee of the tenant event to be held on Monday 8<sup>th</sup> December in community hall, all welcome to attend.

**As there was no further business to discuss the meeting ended at 7.40pm.**

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