

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Wednesday 20th May 2026 @ 6.30pm, hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

Present

Jim Kane
Margaret Ann Kelly
Donna Miller
Mandy Morgan
Margaret Pirrie
Wilma McKnight
Bodhan Tulei
Gary Wood

In Attendance

Gillian Bell, Housing Services Manager
Jillian Baird, CT Audit (Part Meeting)
Linda Russell, Finance Manager (Part)
Della McKelvie, PA/Office Manager (Mins)

Absent

Betty McGill

Special Leave

Catriona Jamieson

Prior to the meeting beginning, an error was noted within the numbering on the agenda, this has been corrected throughout the minutes.

Action

1.0 Apologies:

- 1.1 Apologies received on behalf of Elizabeth Best, Irene Black and Claire Reynolds.

2.0 Declaration of Interest:

2.1 Agenda Item 7: BRO Quarterly Update

Margaret Ann Kelly, Donna Miller and Gary Wood all declared an interest in above item.

Management Committee agreed none of the members required to leave for this item.

2.2 Agenda Item 4.1: Risk Register

Mandy Morgan declared an interest as an issue

regarding nursery unit would be raised at this point of meeting that she has an interest in.

Management Committee agreed that Mandy should leave the meeting during these discussions.

2.3 Agenda Item 18.4 – Old iPads

All Management Committee members declared an interest in this item. No members would be required to leave the meeting during discussions.

3.0 Minutes of Previous Meetings:

3.1 Management Committee – 1st April 2026

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

Authorisation was granted for Chairperson to sign both sets of minutes.

4.0 Matters Arising:

4.1 High Risk Register

4.1.1 The Management Committee noted its previous request that all high-level risks be presented at each meeting.

It was reported that one high-level risk remains on the Risk Register:

- *“Impact of external political and financial factors creating threats to BHA’s Business Plan.”*

4.1.2 The Committee considered this risk and agreed that no amendments to the current risk assessment or mitigation measures were required at this time. It was noted that the Association will continue to closely monitor the situation.

4.1.3 The Housing Services Manager advised that the Association had received correspondence from a

contractor regarding increased costs arising from the ongoing conflict in the Middle East, and the resulting financial impact on the contractor's operations. It was agreed that a copy of this letter be circulated to all Committee Members.

The Management Committee acknowledged that this is likely to be the first of several similar communications from contractors and suppliers, and confirmed that this matter will continue to be monitored.

4.1.4 Decision

- No changes required to the current risk rating or controls.

4.1.5 Action

- Ongoing monitoring of the risk to continue, with updates to be reported at future Management Committee meetings.
- Circulation of the contractor's letter regarding cost impacts arising from the ongoing conflict in the Middle East to all Committee Members.

4.1.6 Nursery Facility

Mandy Morgan left the meeting at this point.

4.1.7 The Housing Services Manager (HSM) reported that the party previously interested in taking on the nursery lease had withdrawn, having advised that the proposal was not financially viable. This was due to Glasgow City Council declining to award Early Years status, citing an oversubscription of nursery provision within the area. As a result, the premises are no longer considered attractive to other nursery operators.

4.1.8 The HSM advised that an alternative use for the premises may now be more financially viable. It was further reported that Prepmate, an organisation linked to the Scottish Pantry Network, may have an interest in the premises due to

expansion of their operations and limitations of their current accommodation. At this stage, only an expression of interest has been received. The HSM sought approval from the Management Committee to engage in further discussions with Prepmate regarding the potential use of the space.

- 4.1.9 The Management Committee expressed disappointment at the withdrawal of the prospective nursery provider, particularly in light of the significant investment made to bring the premises up to the required standard. A Committee Member requested that the HSM provide information at a future meeting outlining the total expenditure incurred on the nursery facility.
- 4.1.10 Following discussion, the Management Committee approved the HSM progressing discussions with Prepmate. It was agreed that further information would be required, including details of Prepmate's Business Plan and the robustness of their funding projections, prior to any formal decision being taken.
- 4.1.11 The Management Committee also agreed that the Nursery Facility should be reclassified as a high-risk item on the Risk Register and requested that this be updated for the next meeting.

Mandy Morgan re-joined the meeting at this point.

- 4.1.12 **Decision**
- Approval granted for the HSM to progress discussions with Prepmate.
 - Nursery Facility to be reclassified as a high-risk item on the Risk Register.

- 4.1.13 **Action**

- HSM to provide a report information at a future meeting detailing total expenditure on the nursery premises.
- HSM to engage with Prepmate and obtain detailed information on their Business Plan and funding projections.
- Risk Register to be updated to reflect the Nursery Facility as a high-risk item for the next meeting.

4.2 **Meeting Log – 1st April 2026**

- 4.2.1 The Management Committee considered the meeting log from 1st April 2026.

Members who were present at that meeting confirmed that they were satisfied the log accurately reflected the discussions held.

Decision:

- Meeting log of 1st April 2026 approved as a true and accurate record.

4.3 **Committee Attendance Log**

- 4.3.1 The Management Committee noted that it had previously agreed that attendance at meetings would be included as a standard agenda item, in order to support transparency and accountability in the recording of attendance.

The Management Committee reviewed the attendance log and accepted it as an accurate record.

Decision:

- Attendance log approved as a true and accurate record.

4.4 **Treasurer Position**

- 4.4.1 The Office Manager reminded the Management Committee that, following Jim Kane's appointment

as Interim Chairperson, the position of Treasurer is now vacant.

- 4.4.2 It was noted that an email had previously been issued to all Committee Members inviting expressions of interest in the role; however, no responses were received.
- 4.4.3 No members present at the meeting volunteered to take on the position. After consideration, the Management Committee agreed that the Treasurer position would remain vacant until the Annual General Meeting (AGM).
- 4.4.4 It was further noted that the Association's Rules require the positions of Chairperson and Secretary to be filled, with no requirement specified for other office bearer roles.
- 4.4.5 **Decision**
- The Treasurer position will remain vacant until the Annual General Meeting.
- 4.4.6 **Action**
- None at this time.

5.0 Audit Plan 2026 - 2027

- 5.1 Jillian Baird, Senior Manager, CT: Audit, joined the meeting via Microsoft Teams. Jillian delivered a presentation outlining the audit process for the 2025–2026 period. This included:
- An overview of the audit approach and key stages of the process
 - Introduction to the audit team members involved
 - Planned fieldwork dates and associated audit fee
 - Assurance regarding compliance with accounting standards and processes
 - Identification of key audit risks and the planned audit responses

5.2 Following the presentation, Jillian invited questions from the Management Committee.

A Committee Member requested that a copy of the presentation document be circulated to all members.

5.3 **Decision:**
The Committee noted the content of the Audit Plan 2025–2026 presentation.

5.4 **Action:**

- Circulate a copy of the audit presentation to all Committee Members

5.5 There being no further questions, Jillian Baird left the meeting.

5.6 **Audit Fieldwork and Meeting Dates**

5.6.1 The Finance Manager outlined the proposed audit timetable and key dates to the Management Committee. It was advised that the Association's preferred timing for audit fieldwork is the week commencing 20th July 2026, rather than the initially proposed week commencing 13th July 2026.

5.6.2 It was further noted that revising the audit fieldwork dates would impact reporting timelines for the subsequent Management Committee meeting, requiring the August meeting to be rescheduled to 12th August 2026.

5.6.3 **Decision:**
The Management Committee approved:

- Audit fieldwork to take place during the week commencing 20th July 2026; and
- Rescheduling the August Management Committee meeting to 12th August 2026.

5.6.4 **Action:**

- Finance Manager to confirm revised audit fieldwork dates with external auditors
- Update meeting schedule and notify all Committee Members of new meeting

6.0 Regulatory Submission – Five-Year Financial Projections

- 6.1 The Finance Manager advised the Management Committee that the Five-Year Financial Projections (FYFP) Return is due to be submitted to the Scottish Housing Regulator (SHR) by 31 May 2026.
- 6.2 It was noted that the FYFP Return reflects the information contained within the five-year budget presented to the Management Committee in December 2025, transposed into the SHR's prescribed template. A copy of the completed Return had been circulated previously with the meeting papers for consideration.
- 6.3 The Finance Manager highlighted that the Return includes projections for the three primary financial statements:
- Statement of Comprehensive Income (Profit and Loss)
 - Statement of Financial Position (Balance Sheet)
 - Statement of Cash Flows
- 6.4 The Finance Manager invited questions from the Committee; however, none were raised. Approval was therefore sought for the Chairperson to submit the Return to the SHR.
- 6.5 The Management Committee approved the submission of the FYFP Return and authorised the Chairperson to submit the document in advance of the deadline.

Linda Russell left the meeting at this point.

6.6 Decision

- Approval granted for the Chairperson to submit the Five-Year Financial Projections Return to the Scottish Housing Regulator.

6.7 Action

- Chairperson to submit the FYFP Return to the Scottish Housing Regulator by 31 May 2026.

7.0 Annual Return on the Charter (ARC) Report

7.1 The Housing Services Manager (HSM) provided the Management Committee with an overview of the process undertaken to complete the Annual Return on the Charter (ARC).

7.2 It was noted that it is a regulatory requirement for Registered Social Landlords (RSLs) to submit an ARC annually in line with published guidance, with the return to be uploaded to the Scottish Housing Regulator (SHR).

7.3 The Management Committee acknowledged that an audit of assurance on the ARC had been undertaken and presented at the recent Finance & Audit Committee meeting, with an auditor from Cameron Audit in attendance. The auditor validated the information contained within the ARC, providing the Management Committee with assurance regarding the accuracy and reliability of the data submitted.

7.4 The HSM highlighted areas where performance had improved:

- Staff sickness
- Repairs indicators
- Rent arrears
- Tenancy sustainment

7.5 The following areas were noted as having declined and will be subject to improvement actions during 2025/26:

- Former tenant arrears written off
- Re-let times
- Void loss
- Adaptation waiting times

7.6 It was further noted that new performance indicators have been introduced for the current reporting year, covering:

- Damp and mould
- Electrical safety inspections
- Fire safety

As these indicators are newly introduced, comparative data for 2024/25 is not available. However, performance is being monitored on a quarterly basis going forward, with regular reports to the presented to Management Committee via Housing Management & Maintenance Sub-committee.

7.7 The HSM also advised that the Association is required to report performance against the Charter to tenants by no later than October each year, with the format to be agreed with tenants. It is proposed that a tenant engagement event be held in August to present performance results and agree the reporting format. ARC performance will also be published within the Annual Report in October.

7.8 The Management Committee confirmed that they were satisfied that the information contained within the ARC was accurate and had been reported appropriately. Approval was granted for submission of the ARC, and the Secretary was authorised to submit and approve the return to the Scottish Housing Regulator.

7.9 **Decision**

- Approval granted for submission of the Annual Return on the Charter (ARC).
- Secretary authorised to submit and approve the ARC to the Scottish Housing Regulator.

7.10 Action

- Secretary to submit the ARC to the Scottish Housing Regulator.
- HSM to arrange a tenant engagement event in August to present ARC performance and agree reporting format.
- Quarterly monitoring reports on new ARC indicators to be presented to the Management Committee.
- HSM to arrange a tenant engagement event in August to present ARC performance and agree reporting format.
- Quarterly monitoring reports on new ARC indicators to be presented to the Management Committee.

8.0 BRO Quarterly Update

8.1 The Housing Services Manager (HSM) advised that the BRO Quarterly Update report was presented for information.

8.2 Decision

- The Management Committee noted the report.

8.3 Action

- None.

9.0 Quarterly Community Regeneration Report

9.1 The Housing Services Manager (HSM) advised that an update on the planning application for the Rogerfield Revived project will be provided at the August meeting. All remaining items for information.

9.2 Decision

- The Management Committee noted the update.

9.3 Action

- CRM to provide an update on the Rogerfield Revived planning application at the August meeting.

10.0 Notifiable Events Register

10.1 The Management Committee noted that it is good practice for the Notifiable Events Register to be presented annually to the Committee.

10.2 It was reported that there were two Notifiable Events during the previous year.

10.3 Committee confirmed that it was fully aware of both events and their respective outcomes. The Committee requested that the link to the Scottish Housing Regulator (SHR) website, providing guidance on Notifiable Events, be reissued to all members.

10.4 Decision

- The Management Committee noted the Notifiable Events Register and associated information.

10.5 Action

- SHR guidance link on Notifiable Events to be circulated to all Committee Members.

11.0 Formal Complaints Annual Report

11.1 The Management Committee noted that the Annual Complaints Report had been previously presented, covering complaints recorded throughout the reporting year. It was highlighted that all complaints included within the report have been audited, validated and recorded as part of the Annual Return on the Charter (ARC), which has already been approved for submission to the Scottish Housing Regulator.

11.2 It was further noted that the report represents a cumulative summary of all complaints received

over the four reporting quarters from 1 April 2025 to 31 March 2026.

- 11.3 The Management Committee confirmed that no significant patterns or trends had been identified within the complaints data. It was also acknowledged that the report included compliments received during the reporting period.

11.4 **Decision**

- The Management Committee noted the contents of the Formal Complaints Annual Report.

11.5 **Action**

- None.

12.0 Staffing & Administration Sub-committee

- 12.1 The Management Committee was advised that there were no matters to report under this agenda item.

12.2 **Decision**

- The Management Committee noted the update.

12.3 **Action**

- None.

13.0 Housing Management & Maintenance Sub-committee

13.1 Key Performance Indicators

- 13.1.1 The Housing Services Manager (HSM) presented the report, advising that its purpose is to:
- Inform the Management Committee of performance across key service areas;
 - Monitor performance against agreed targets; and
 - Highlight any material changes or areas of concern.

- 13.1.2 The HSM noted that some variances may arise within the Annual Return on the Charter (ARC), due to exemptions that are not currently reflected within the Association's housing management system.
- 13.1.3 A detailed discussion took place regarding the Void Relet Target. The current target is set at 15 working days, however, the average relet time for the year is 21 working days.

It was noted that achieving the 15-day target is no longer realistic due to ongoing delays associated with utility companies and meter issues within void properties, which have previously been reported to the Committee and are recognised as a sector-wide issue.

The Management Committee considered the impact of maintaining an unachievable target and agreed that it could have a negative effect on operational practices and staff morale.

- 13.1.4 **Decision:**
The Management Committee approved revising the Void Relet Target from 15 working days to 21 working days, aligning with current performance levels.
- 13.1.5 **Action:**
- Update performance targets and relevant documentation to reflect revised Void Relet Target
 - Continue to monitor performance outcomes and report any significant changes

13.2 **Write Off Report**

- 13.2.1 The Housing Services Manager (HSM) presented the Write Off Report, advising that, in line with the Association's policy and good accounting

practices, there is a requirement to write off bad debts where recovery is no longer feasible. It was noted that, where former tenants cannot be located, a tracing agent is engaged to pursue outstanding debts. Where the tracing agent confirms that a debt is uncollectable, or all recovery procedures have been exhausted, cases are brought to the Management Committee for consideration of write-off.

13.2.2 The Management Committee reviewed the report in detail and were satisfied that all appropriate avenues for debt recovery had been exhausted.

13.2.3 **Decision:**
The Management Committee approved the write-off of bad debts totalling [REDACTED], in line with policy and good practice.

13.2.4 **Action:**

- Process and record approved write-offs within financial systems
- Update records to reflect status of former tenant accounts

13.3 Succession Appeal

13.3.1 The Housing Services Manager (HSM) advised that an appeal had been submitted in relation [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

13.3.2 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

13.3.3 The Management Committee considered the appeal in detail.

13.3.4 **Decision:**
The Management Committee approved the succession of tenancy.

Following the decision, the Committee discussed the distress experienced by the applicant during the period awaiting determination, particularly in light of bereavement.

The Management Committee agreed that, in future, an emergency meeting of a minimum of three Committee Members should be convened via Microsoft Teams to consider urgent cases of this nature in a more timely manner.

13.3.5 **Action:**

- Notify applicant of successful succession decision
- Issue a formal apology to the applicant for the delay in reaching a decision and provide reassurance regarding improved processes
- Develop and implement procedure for convening emergency Committee meetings for urgent cases

13.4 **Approved Contractors List**

13.4.1 The Housing Services Manager (HSM) advised that an application has been received from [REDACTED] for inclusion on the Association's approved contractors list.

13.4.2 It was reported that the Maintenance Officer has met with the contractor and recommends their inclusion, noting that appointing an additional contractor for reactive gas repairs would be beneficial to service delivery.

13.4.3 The Committee was advised that all required protocols, including reference checks and confirmation of appropriate insurance, have been satisfactorily completed.

13.4.4 **Decision:**
The Management Committee approved the addition of [REDACTED] to the approved contractors list.

13.4.5 **Action:**

- Update approved contractors register to include [REDACTED]

13.5 Lettings Plan

13.5.1 The Housing Services Manager (HSM) presented the annual Lettings Plan, noting that it is reviewed each year to ensure the Allocations Policy remains fit for purpose, aligns with the Association's aims and objectives, complies with regulatory and legislative requirements, and maintains fairness and transparency in the allocation of properties.

The Committee considered performance against targets for 2025/26 alongside the proposed targets for 2026/27, as outlined below:

Applicant Group	25/26 Target	25/26 Actual	Proposed 26/27 Target
1 = General Needs	13%	10%	10%
2 = Community, Social & Family	7%	8%	7%
3 = Socio-Economic Balance	15%	16%	18%
4 = Homeless & Serious Housing Need	25%	25%	25%
Section 5 Homeless Referrals	40%	41%	40%
Totals	100%	100%	100%

13.5.2 The following key points were discussed:

- It was noted that the Section 5 (GCC) target of 40% had been slightly exceeded. Glasgow City Council had requested an increase to 67%; however, this was considered unviable by the Association.
- A proposal was made to reduce Group 1 (General Needs) by 3% and increase Group 3 (Socio-Economic Balance) by 3%, reflecting application levels and legislative requirements for reasonable preference.
- The introduction of a new quota for transfer applicants was proposed to improve transparency and consistency.

13.5.3 **Decision:**

The Management Committee approved the following:

- Retention of the Section 5 referral target at 40%, rejecting the requested increase to 67%;
- Amendment of allocation targets by reducing Group 1 to 10% and increasing Group 3 to 18%;
- Introduction of a maximum 75% allocation quota for transfer applicants within each group, to be implemented on a trial basis for 2026–2027;

The Committee further agreed that a review of the transfer quota will be undertaken at year-end, supported by an outcomes report.

13.5.4 **Decision:**

The Management Committee approved the Lettings Plan 2026–2027 in full.

13.5.5 **Action:**

- Update Lettings Plan and Allocations Policy documentation to reflect approved targets
- Implement and monitor transfer applicant quota and report outcomes at year-end

13.6 **Kitchen Contract**

- 13.6.1 The Housing Services Manager (HSM) provided a verbal update on the progress of the kitchen replacement contract.
- 13.6.2 It was reported that the contractor commenced work on site two weeks prior, with six kitchens currently in progress. An issue relating to trims had been identified; however, this has now been resolved. It was noted that, once the trims are fitted, the affected properties will be signed off. The contractor is currently completing approximately two kitchens per week, and fortnightly progress meetings are being held with staff to monitor delivery and address any issues.
- 13.6.3 **Decision:**
The Management Committee noted the update on contract progress.
- 13.6.4 **Action:**
- Continue fortnightly progress meetings to monitor contractor performance and address any issues – *HSM / Maintenance Officer – Ongoing*
 - Ensure completion and sign-off of kitchens once outstanding trim works are finalised – *Contractor / Maintenance Officer – As soon as possible*

14.0 **Representative Bodies Feedback**

Management Committee Members in attendance advised that they had no updates to report.

14.1 **EVH**

14.1.1 Information regarding the Annual General Meeting (AGM), scheduled to be held on **8 June 2026**, was issued to the Management Committee. Members advised that, due to prior commitments, no Committee Member was available to attend the AGM.

14.1.2 **Decisions:**

- Noted that no Committee representation would be in attendance at the AGM.

14.1.3 **Action Points:**

- None.

14.2 **EHRA**

No update to report on.

14.3 **SHR**

No update.

14.4 **SFHA**

14.4.1 **Training Opportunities**

Weekly email updates continue to be circulated. Committee Members are advised that, should they have an interest in any training opportunities highlighted within these updates, they should notify the Office Manager accordingly.

14.4.2 **Decision:**

- Noted.

14.4.3 **Action Points:**

- Committee Members to inform the Office Manager of any training they wish to attend.

14.4.4 **Here to Help Project – Award Nomination**

The Housing Services Manager (HSM) advised that the Here to Help Project has been nominated for Community Project of the Year.

- 14.4.5 The Management Committee acknowledged the significant number of positive outcomes achieved by the project and agreed that the Association should be proud to submit this nomination.
- 14.4.6 At present, no confirmation has been received regarding whether the project has been shortlisted. The HSM further advised that the awards ceremony will take place on 9 June 2026 at the Radisson Blu Hotel. It was noted that it would be beneficial for a Committee Member to attend. Should the project be shortlisted, the HSM will contact Members to confirm attendance arrangements.
- 14.4.7 **Decisions:**
- The nomination of the Here to Help Project was supported.
- 14.4.8 **Action Points:**
- HSM to advise the Committee if the project is shortlisted.
 - HSM to liaise with Committee Members to confirm attendance at the awards ceremony if applicable.
- 14.5 **SHARE**
- 14.5.1 Training email updates continue to be circulated. Committee Members are advised that, should they have an interest in any training opportunities highlighted within these updates, they should notify the Office Manager accordingly.
- 14.5.2 **Decision:**
- Noted.
- 14.5.3 **Action Points:**

- Committee Members to inform the Office Manager of any training they wish to attend.

14.6 **GWSF**

No update.

15.0 **Correspondence Report**

15.1 **Barnardo's – Satellite Flats for Young Adults**

15.1.1 The Housing Services Manager (HSM) advised that Barnardo's had contacted the Association regarding the potential leasing of flats for young adults. Further information had been circulated within the meeting papers.

15.1.2 The Management Committee discussed the potential impact on surrounding properties. However, Members recognised the important role organisations such as Barnardo's play in supporting young adults who may be homeless or leaving the care system. It was acknowledged that such individuals require guidance in transitioning to independent adulthood, and while outcomes may vary, all should be afforded the opportunity to benefit from this support. Committee approved Association engaging with Barnardo's to discuss opportunities but also requested staff speak with other organisations who provide similar accommodation to gather information and points on best practice.

15.1.3 **Decisions:**

- Agreed that the Association should explore the opportunity further with Barnardo's.
- Supported the principle of providing accommodation to assist vulnerable young adults transitioning to independence.

15.1.4 **Action Points:**

- HSM to engage in further discussions with Barnardo's regarding the proposal.

- HSM to consult with other organisations currently providing similar satellite accommodation to gather information and best practice.

15.2 **BEE Club/Pavilion – National Play Day**

15.2.1 The Management Committee was advised that the above organisations had contacted the Association by email (copy included within the meeting papers) requesting support for this year's National Play Day event.

15.2.2 It was noted that in previous years the Association had donated [REDACTED] and participated in the event by hosting a stall, providing an opportunity for tenant engagement and to promote the Association's services to the wider community. The Management Committee discussed the request and agreed that the event represents a positive initiative for the local community and expressed a desire for the Association to continue its support. It was further noted that, in comparison, previous Association-led fun days had incurred significantly higher costs and had not achieved the same level of attendance.

15.2.3 Following a vote, it was approved to provide a donation of [REDACTED] to support the event.

15.2.4 **Decisions:**

- Agreed to support the National Play Day event.
- Approved a donation of [REDACTED] to BEE Club/Pavilion.

15.2.5 **Action Points:**

- Arrange payment of [REDACTED] to the event organisers.
- Staff to coordinate participation at the event, including the provision of a stall for tenant engagement

16.0 Date & Time of Next Meeting

Management Committee noted that date of next meeting is Wednesday 3rd June 2026 @ 6pm.

17.0 Any Other Competent Business

17.1 Virgin Bank Account Signatories

17.1.1 It was noted that Committee approval had previously been granted to update all banking accounts, replacing Jacqui O'Rourke (former Director) with John King, Director. Virgin Bank has requested that both the Chairperson and Secretary sign the necessary documentation to formally remove Jacqui O'Rourke from the account, although all her access was removed at the time of retirement.

17.1.2 **Decision:**
The Committee approved that the Chairperson and Secretary sign the required documentation and provide photographic identification as requested.

17.1.3 **Action:**

- Chairperson and Secretary to sign Virgin Bank documentation and submit identification

17.2 Rogerfield Feasibility Study

17.2.1 The Housing Services Manager (HSM) advised that the appointed Architect will attend the June meeting to present and discuss the Rogerfield Feasibility Study, which relates to the previously approved development of the Association's vacant land in Rogerfield.

17.2.2 **Decision:**
Noted.

17.2.3 **Action:**

- Architect to attend June meeting to present feasibility study findings

17.3 **Stock Condition Survey**

17.3.1 The Housing Services Manager reported that the stock condition survey has now been completed; however, the final report is still being prepared. It was advised that, subject to report completion, the consultant will attend the meeting scheduled for 3rd June 2026 to present their findings.

17.3.2 **Decision:**
Noted.

17.3.3 **Action:**

- Confirm report completion and consultant attendance for 3rd June 2026 meeting

17.4 **Old iPads**

17.4.1 The Office Manager advised that new Samsung tablets have been procured for Committee Members, replacing the previously issued iPads. This change enables improved IT support through remote access by the Association's IT consultant.

17.4.2 The Committee discussed the disposal of the old iPads. Historically, Committee Members wishing to retain devices made a donation to a local foodbank.

17.4.3 **Decision:**
It was agreed that Committee Members may retain their old iPads, subject to:

- Removal of SIM cards for transfer to new devices; and
- Making a donation (cash or food) to the local foodbank.

17.4.4 **Action:**

- Remove SIM cards from old iPads and install in new tablets
- Committee Members to make agreed donations to local foodbank

As there was no further business to discuss the meeting closed at 8pm.

Della McKelvie
May 2026

Chairperson: _____