

## **CASTLEHILL HOUSING ASSOCIATION**

Minutes of the **Management Committee** meeting held on **Monday 26 May 2025** via MS Teams and 7 Waverley Place, Aberdeen.

*Present:* Mr John Black (Convener), Mr Ben Westland, Mrs Janice Lyon, Mr Alan Pilkington, Mr Graeme Ogston, Mr Andrew Brown, Mrs Sue Freeth, Mr Ryan Bremner

*In attendance:* Mr David Lappin, Mrs Joanne Ramsay, Mrs Mhorag Ewen, Mr Matthew MacAulay, Ms Charlotte Mackintosh

1 **Apologies for absence** – Apologies were received from Gordon Kyle and Paul King.

2 **Declarations of interest** – There were no declarations of interest.

3 **Minutes of Meeting 5 March 2025** – The minutes were approved with no amendment.

4 **Matters Arising from the Minutes** –

Item 6.1 JL raised the question in advance of proposed dates for training session relating to the arrears process with ME proposing dates of 25<sup>th</sup> June or 2<sup>nd</sup> July. An email will be circulated to committee members to confirm availability.

Item 16.3 ME updated the initial court date has been set for July and our solicitor will be instructed to request decree to evict. ME explained there are various outcomes that could happen from the first hearing, if the tenant does not defend an opportunity will arise to present the case for the sheriff to conclude however if the tenant gets representation a short continuation may be granted. The tenant remains in the property and the property has been made habitable however staff and contractors are not permitted to enter the property while the tenant is in situ.

Item 17 MM

. A new PSO was appointed with employment commencing last week and the staff member is settling in well.

5 **Departmental Updates**

5.1 **Q4 Housing Services Report** – The committee had no questions relating to the report and were happy to note the contents of the report for information.

5.2 **Q4 Property Assets Report** – The committee had no questions relating to the report and were happy to note the contents of the report for information.

5.3 **Q4 C&R Report** - The committee had no questions relating to the report and were happy to note the contents of the report for information.

6 **Annual Return on the Charter 31 March 2025** – The committee formally approved the return for signing and submission to the Regulator.

7 **Approach to Self-assurance and Outstanding Actions**- DL presented the Self-Assurance report highlighting the 3 areas we are planning to target and advised there were no outstanding actions for approval. The Committee approved SMT's approach to Self-Assurance for 2025.

8 **Scottish Government Net Zero Bid**– MM presented an overview of the report highlighting the fund had opened again for applications with the submission deadline of 12<sup>th</sup> May 2025. The Committee had previously approved Cromar Court and Aquorthies Circle as part of the previous Net Zero Heat

Fund bid however, we had been unsuccessful in securing the funding subsequently leading to Cromar Court receiving Eco4 support. Submission for Aquorthies Circle project (replacing the gas communal boilers with individual heat pumps, PV systems and battery storage) for 50% funding has been submitted and the outcome should be relayed relatively quickly with works to be completed in the 25/26 financial year.

AB requested information on the reporting of feasibility and running costs expressing concerns to the accuracy of energy modelling reports generally. MM assured 3 separate parties had carried out feasibility work and we were satisfied and comfortable with the data reported. MM advised the reports were available and can be forwarded on for information.

The Committee expressed positive support and approved the project based on successfully securing 50% funding from Scottish Government and negotiating an appropriate contract [REDACTED]

- 9 Treasury Management Strategy – 31 March 2025** – JR presented the report highlighting CHA was fully compliant with Treasury policy with exception of in breach of the Golden Rule on split of loans on fixed/variable rates which will be addressed when refinancing the [REDACTED] loan in 2026. JR highlighted the use of Flagstone deposit platform, and the FAR sub-committee had signed off the 5-year forecast for submission to the Regulator.

DL discussed the aspiration for future developments however this had not been built into the 5-year plan at this stage. Discussions with developers and Aberdeenshire council relating to a Balmedie site are ongoing.

The Committee noted the report and approved the strategy.

- 10 Annual report on Contract Management & Procurement** – JR presented the report summarising contracts that had been procured in the last 12 months and highlighted the termination of contract with Docuware due to the new HomeMaster system. The Committee noted the report.

**11 Policy Cover Report –**

- 11.1 Lone Working – The Committee approved the policy.  
11.2 Business Continuity - The Committee approved the policy.  
11.3 Emergency Response Plan - The Committee approved the policy.

**12 Minutes of subsidiary and sub-committee meetings**

- 12.1 Finance, Audit & Risk Sub-committee of 3 March 2025 – The minutes of the Finance, Audit & risk sub-committee meeting were noted for information by the committee.
- 12.2 Finance, Audit & Risk Sub-committee of 19 May 2025 – GO summarised an overview of the sub-committee meeting highlighting the internal audit areas of focus were Cyber Security and Rent Collection and Q4 accounts were discussed with our cash position £1m higher than forecasted due to the delay in some of the planned maintenance works. The minutes were noted for information.
- 12.3 Corporate Services Sub-committee of 19 May 2025 - JB highlighted the Corporate Services team had been extremely busy with reactive work and strategic areas over the last 6-month period. The minutes of the Corporate Services sub-committee meeting were noted for information.
- 12.4 Trust Board of 26 February 2025 – The minutes of the Trust were noted for information by the Committee.
- 12.5 Trust Board of 14 May 2025 – The minutes of the Trust were noted for information by the Committee.

12.6 Solutions Board of 5 March 2025 – The minutes were noted for information.

12.7 Solutions Board of 26 May 2025 – JL verbally updated 2 recent voids had now been relet and that Solutions financial position is improving and highlighting the charitable donation of £20k to CHA.

### **13 Standing Items**

13.1 Report on the Use of the Seal and Signing of Legal Documents – The Committee noted the contents of the report for information.

13.2 Notifiable Events – Nothing to report.

13.3 Health and Safety – Nothing to report.

13.4 Freedom of Information – There were no requests.

13.5 Corporate Scorecard Q3 – Committee noted the scorecard for information

13.6 Complaints Summary Q3 – Committee noted the complaints summary for information. ME noted the compliance working group had been set up and complaints will now be reviewed before presenting the report to the Committee.

### **14 AOCB –**

- ME updated the Committee she is currently overseeing former tenancy debt [REDACTED]. There is review of the Debt Management policy to be undertaken and put forward for approval at the September Committee meeting. It is likely there will be a large write off presented due to historic debt that is currently sitting. ME explained the main debt collector in the area is withdrawing their services and we are exploring other companies. JB requested further information on possible incentives in recovering debt from tenants prior to leaving their tenancy. ME explained the challenges in recovering debt as rechargeable debt can take some time to come in however it was imperative at the point of tenant handing in notice to notify of debt outstanding and agreeing payment arrangements.

**Date of next meeting** – Monday 25 August at 4pm

*Approved by the Management Committee on 25 August 2025*