# Management Committee Meeting Minute

TOLLCROSS housing association limited

**Meeting summary:**

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| Date | 7 September 2026 | | Start time | 6.00pm |
| Location | Hybrid (868 Tollcross Road + Teams) | | End time | 8.00pm |

**Present:**

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| ~~Chris Elliot (Chair)~~ | ~~Geraldine Connolly~~ | ~~Gail Jackson~~ | Agnes Phillips ✓ |
| Drew McPhail (Vice Chair) ✓ | ~~Bill Dougan~~ | ~~Jackie Jeffs~~ | ~~Philippa Turner~~ |
| Esther Skimins (Secretary) ✓ | ~~Steve Fleming~~ | Alice Lyness ✓ | ~~Eileen Watters~~ |
| *Quorum met with 5 GBMs present.* | Ellen Garscadden ✓ | Sharon May ✓ | ~~John McMorrow~~ |

**In attendance:**

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| Clive Douglas, Chief Executive | Anne Wilson, Corporate Director |
| Fiona Mills, Housing Director | Tom Hastings, Finance Director |
| Joe Wilson, Technical Director | Rhys Atkinson, Corporate Assistant (minutes) |

**Agenda items:**

| Item 1 | Welcome, Apologies & Declaration of Interest |
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| 1.1 | Welcome: Drew welcomed everyone to the meeting and in particular, welcomed Ellen back to the meetings, following her leave of absence. |
| 1.2 | a) Apologies: Chris Elliot, Geraldine Connolly, Bill Dougan, Steve Fleming, Gail Jackson, Jackie Jeffs, Philippa Turner and John McMorrow.<br>b) Committee members noted that due to personal circumstances, Eileen Watters and Bill Dougan have both resigned from the Management Committee. Committee noted that we were already aware of Eileen's intentions and were saddened to hear that Bill would not manage to return following his special leave of absence. Tokens of the Committee's appreciation shall be arranged and a notice will be made in the Autumn newsletter.<br>c) Committee members noted that at the AGM tomorrow, there shall be a new Management Committee member in place, Habeeb Bolarinwa. There is one vacancy left on the Committee as a consequence of these recent movements. |
| 1.2 | Declaration of Interest: None. |

| Item 2 | Minute of previous meeting – 29 June 2026 |
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| 2 | Minute of the Management Committee Meeting held on 29 June 2026.<br>2.1 - Matters arising & any corrections to the minute – None.<br>2.2 - Approval of the minute – Approved by general consent.<br>2.3 - Decisions taken between meetings<br>2.3.1 – Confidential Report – Committee members agreed this item would be covered under a separate confidential minute. |
| | Management Committee had no corrections and approved previous minute. |

| Item 3 | Sub Committee Minutes for Ratification |
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| 2 | Sub Committee Minutes for Ratification<br>i. Audit & Business Sub-committee (11 May 2026) – Ratified<br>ii. Operations Sub-Committee (5 May 2026) – Ratified |
| | Management Committee had no corrections and approved previous minute. |

| Item 4 | Action Schedule |
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| Ref | Info | Update |
|---|---|---|
| D3 & D4 | MC Feedback – GBM Appraisals | Committee members noted these two items have been addressed in item 14 on the agenda. |
| D5 | Meeting with Reidvale | Noted. |
| D6 | Tenant Security | Article in newsletter. Noted |

| Item 5 | Financial Audit Report | *For: Information, Discussion, & ~~Decision~~* |
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Purpose: Philip Morrice from Alexander Sloan presented the Statutory Report and Financial Statements, highlighting the following:

- There has been no real change in statutory reporting requirements. Therefore, the report will look familiar to the Management Committee. However, there are changes due which will have an impact on the Subsidiary and this will be outlined at the time.
- There have been no adjustments to the accounts (from Tom's submission to the Management Committee).
- The statutory report is an external report and has items that need to be included.
- The report details that the Management Committee believe the Association remains a going concern based on the resources available.
- The report provides a statement Management Committee responsibilities, including responsibilities in relation to financial controls and disclosure of information to the auditor.
- The auditors report details that they believe that the accounts show a true and fair view of the Association and there are no concerns that they require to report to the Membership at the AGM (in September 2026).

Philip Morrice presented the Audit Summary Report and talked through the key risks identified. It was highlighted that there are no concerns that need to be brought to the attention of the Membership.

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| Outcome: | Management Committee noted the Summary Audit Report and approved the Statutory Report & Financial Statements. |
| Actions: | Financial Accounts to be signed by office bearers and submitted to the SHR.<br>Letter of representation for Auditor to be signed by Chair & Vice Chair. |

| Item 6 | Financial Statement Return & Approval | *For: Information, Discussion, & ~~Decision~~* |
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Purpose: The Finance Director discussed the AFS Portfolio figures which are due to be submitted to the Scottish Housing Regulator before 30 September. The figures are attached at Appendix 1 and are for the year to 31 March 2026.

The Committee were asked to approve the submission of the AFS and for the submission to be made by the Finance Director to the Scottish Housing Regulator.

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| Outcome: | Management Committee approved the report and for the submission to be made to the SHR. |
| Actions: | None. |

| Item 7 | Eviction Report – Covering Case No.1 26-27 | *For: Information, Discussion, & Decision* |
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Purpose: The management committee are invited to consider the attached Eviction Report, case number 1 (Appendix A) and consider the recommendation available for this case.

Committee members noted the level of contact attempted with this tenant and that following receipt of the decree, the tenant has been in contact requesting to make an arrangement to pay, which the Finance Director has discretion to negotiate.

| MC Query | Leadership Response |
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| If we hold on enforcing the decree, do we get to set a reasonable amount for the tenant to pay? | Confirmed yes, we want to help the tenant with the current support services we have in place, but we will expect them to be paying a reasonable amount to make up on their arrears. |

Committee members approved the decree and also that this shall only be enforced if the Housing Director is unable to achieve a reasonable agreement with the tenant. Management Committee members shall receive an update at the next appropriate meeting.

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| Outcome: | Management Committee approved the decree for eviction; that it shall be held if deemed appropriate by the Housing Director should a reasonable settlement be made by the tenant. |
| Actions: | Housing Director to report to Management Committee on final outcome. |

| Item 8 | Stonework Cost Update | *For: Information, Discussion, & Decision* |
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Purpose: to provide management committee with an update on the final costs for the essential stonework repairs required at the front elevation of properties at Tollcross Road (12 Closes) and the rear elevation of a single close on Tollcross Road and recommended reviewing the charges due to owners.

Taking account of the processes undertaken in this project, along with the recognised limitation on time for owners to settle the outstanding amounts (12 months), Committee agreed to retain the original charges for owners which was outlined to them at the outset of the project.

A Committee member supplemented this decision by confirming that if the Association did not carry out the works when they did it could have resulted in harm to a person or persons.

The Committee were asked to note the report and the recommended actions.

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| Outcome: | Management Committee noted and approved the report. |
| Actions: | None. |

| Item 9 | Equalities Update | *For: Information, Discussion, & Decision* |
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Purpose: to provide an update to the Management Committee in relation to the Association's approach to equalities and ask the Management Committee to consider the following recommendations for approval:

- Removal of Equalities & Human Rights Policy
- Introduction of Equality, Diversity & Inclusion Strategy (App 1)
- Introduction of revised Action Plan (App 1)

| MC Query | Leadership Response |
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| Can we be pulled up for not having a policy | It is acceptable to have a strategy and not a policy and we shall continue to work through the action plan too. |

The Committee were asked to note and approve the changes.

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| Outcome: | Management Committee noted the report and approved the plan to consult with the wider community and return with final version later in the year. |
| Actions: | Equalities Strategy and Action Plan to be presented following consultation – November 2026. |

| Item 10 | Risk Register | *For: ~~Information~~, Discussion, & ~~Decision~~* |
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Purpose: to provide an update on the Association Risk Management Strategy, which states that the Risk Register should be reviewed every 6 months. In line with this strategy only the major risks will be presented at the meeting.  However, Committee agreed to receive the full register at least once a year and this was enclosed with the report.

The Committee were asked to consider the new membership request for approval.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 11 | ARC KPIs Q1 | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: to provide the Management Committee with the updated ARC KPIs for 2026/27 Q1.

Committee members noted the report and the reasons behind those items that were showing red on the table. Committee noted there is work being undertaken with the PIN to consider ways to improve the satisfaction levels with the quality of the home.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 12 | Secretary Report | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: In order for the secretary, in line with Rule 68 of the Association's Rules, to confirm the Association's compliance with Rule 62-67 for the financial year ended 31 March 2026.

The Secretary recommends that Management Committee note the Rules 62-67 relating to minutes seal, registers, registered names and documentation have been followed.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 13 | Membership Report to 31 August 2026 | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: to provide an update on the Association Membership.

The Committee were given an update on our current membership statistics. 6 members total had been removed for various reasons, leaving us with a total of 112 members to date.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 14 | GBM Appraisals Update | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: to follow up on the items discussed at the Management Committee meeting held 29 June 2026 relating to the 2026 Committee member appraisals.

1. GBM Appraisals – Agenda Updated

   Management Committee Agenda layout has been changed to reflect the following:
   Top of agenda – items for Decision
   Middle of agenda – items for Discussion
   Bottom of agenda – items for Information

2. GBM Appraisals – Succession Planning for Office Bearers to be reviewed and formally captured.
   Committee members noted the report outlining those Committee members who highlighted they wish to either become an Office Bearer or chair meetings from time to time. They noted there is training planned for December 2026 to go over Office Bearer and Chairing responsibilities.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 15 | Data Protection | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: to provide an update during the year to Management Committee members on data protection matters. Appendix 1 of this report outlines the activities relating to data protection matters handled during the year 26/27 to 30 June 2026.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 16 | Health & Safety | *For: Information, ~~Discussion, & Decision~~* |
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Purpose: to provide management committee members with an update on the Health & Safety matter for the year 26/27 to 30 June 2026.

It was highlighted that recently we had experienced a fault with our fire panel within the reception area here at HQ, where temporary procedures were put in place to keep staff and customers safe.

Committee also noted that there has been an increase in protests around the city and we are working on a protocol to ensure the safety of our staff. In the meantime, this issue is considered within the risk register under staff safety.

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| Outcome: | Management Committee noted the report. |
| Actions: | None. |

| Item 17 | Development Update | *For: Information, ~~Discussion, & Decision~~* |
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- Purpose: to provide an update on the current / on-going development projects and open market acquisitions. Clive talked through the updates contained in the report.

| MC Query | Leadership Response |
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| Do we have to apply for the grant funding. | Yes, the Association will have to apply. |

The Committee were asked to note the update.

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| Outcome: | Management Committee noted the report, |
| Actions: | None. |

| Item 18 | Correspondence |
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11.1 GWSF June 2026 Update – Noted by Management Committee

| Item 19 | AOCB |
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19.1 Committee Member Retirement

Clive confirmed with Management Committee members that Eileen Watter and Bill Dougan will be leaving the committee as of the next AGM (Following Day). Clive and Committee members provided thoughtful reminiscence regarding both their time and commitment to helping the Association and the community.

It was also stated that both members will have a fond farewell noted in the upcoming newsletter.

Outcome: Committee noted and appreciated both Eileen and Bill's time on the Committee.

| Item 20 | Date & Time of Next Management Committee Meeting |
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| Date | 21 September 2026, 6.00pm |
| Location | Hybrid (868 Tollcross Road + online via Teams) |
| Start time | 6.00pm (planned end time 8.00pm) |

| Item 21 | Upcoming Training (5.00pm – 6.00pm) |
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| Date | Topic |
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| 21.09.26 | Annual Assurance Statement – Alex Cameron |
| 26.10.26 | GDPR Update – Trish Knight |
| 07.12.26 | Office Bearers & Chair – Anne Wilson |