

Argyll Community Housing Association

Board of Management Meeting

Thursday 28th August 2025, at 10.00am via Teams

Minute

Present:

Cathy Grant (Chair)
Mark Irvine (Vice Chair)
Jim Milne (Secretary)
Ian McIntyre (Chair of Audit Committee)
Cllr Jan Brown
Mike Brown
Steven Duffy (Items 1-23)
Dan Hughes
Pat McVey
Cllr William Sinclair

Not in attendance

In Attendance:

Michelle Mundie, Chief Executive
Colette Benham, Director of Human Resources & Corporate Services
Allan MacDonald, Director of Group Services
Sandra McLeod, Director of Customer Experience
William Mulheron, Director of Assets & Sustainability
Steven Cunningham, Alexander Sloan Accountants and Business Advisers (Items 12 & 13)
Lesley Lindsay, PA to Board of Management (minute)

		To be actioned by 16/10/25
1.	Apologies Esther Hughes.	
2.	Minutes of Previous Meeting 29th May 2025 The Board of Management APPROVED the minute as a true and accurate record of the meeting. Proposed by: Dan Hughes Seconded by: Pat McVey	
3.	Matters Arising Page 2 – Item 3 – the Chief Executive to circulate the comments produced by Argyll and Bute Council in relation to the Gypsy Traveller Sites. Action complete. Issued by email Monday 25 th August 2025.	

	<p>Page 2 – Item 3 – the Director of Finance & IT to provide an IT update to the August Board meeting. To be covered under Item 30.</p> <p>Page 3 – Item 9 – the Chief Executive to provide further detail on compensation requirements. Action complete. Note issued by email Monday 25th August 2025.</p> <p>Page 3 – Item 9 – the Chief Executive to advise if the Association have Cyber Security Insurance. Action complete. The Board of Management noted the Association do have cyber security insurance.</p> <p>Page 4 – Item 9 – the PA to the Board of Management to upload the Chief Executive’s presentations onto Admin Control. Action completed.</p> <p>Page 5 – Item 11 – the Chief Executive to provide further information in relation to the potential impact of early retirement to the Association by 30th June 2025. Action complete.</p> <p>Page 10 – Item 19 – the Chief Executive to convey the Board of Management’s appreciation on keeping rent arrears figures low. Action complete.</p>	
4.	<p>Approved Minute: Risk, Finance & Audit Committee 8th May 2025 for Ratification The Chair of the Risk, Finance & Audit Committee took the meeting through the approved minute of the meeting.</p> <p>The Board of Management RATIFIED the minute.</p>	
5.	<p>Approved Minute: Policy, Performance & Operations Committee 12th May 2025 for Ratification The Chair of the Policy, Performance & Operations Committee took the meeting through the approved minute of the meeting.</p> <p>The Board of Management RATIFIED the minute.</p>	
6.	<p>Approved Minute: AHFA Board Meeting 10th March 2025 The Chair of the Risk, Finance & Audit Committee took the meeting through the approved minute.</p> <p>There were no questions and the Board of Management NOTED the minute.</p>	
7.	<p>Correspondence None.</p>	
8.	<p>Declarations of Interest Cllr William Sinclair advised he worked alongside one of the Directors of MacLeod Construction. He advised he would take no part in discussions around item 14, Carsaig Development.</p>	

	<p>Cathy Grant noted an interest in relation to Glendaruel Village Hall. She advised she would refrain from taking part in discussions during Item 11, the Community Action Fund application from Glendaruel Village Hall.</p>	
9.	<p>Chief Executive's Presentation The Board of Management NOTED the content of the presentation delivered by the Chief Executive.</p>	
10.	<p>Confidential New Share Membership Application The Board of Management unanimously APPROVED one new share membership application.</p> <p>The Board of Management NOTED the membership total was 176 as at 1st August 2025.</p>	
11	<p>Community Action Fund Applications The Board of Management NOTED there was £18,020 remained in the Community Action Fund budget for 2025/26.</p> <p>The Board of Management considered applications received from:</p> <p>The Glendaruel Hall The Board of Management unanimously APPROVED a grant award of the full amount applied for of £500.</p> <p>Oban and Lorn Riding for the Disabled Group The Board of Management unanimously APPROVED a grant award of the full amount applied for of £482.</p> <p>Mid Argyll Community Enterprises The Board of Management unanimously APPROVED a grant award of the full amount applied for of £496.16.</p> <p>The Director of Group Services advised that if the Community Action Fund budget was not fully spent at year end the remaining budget would not be carried over to the next financial year. He confirmed great efforts were put in to ensure that did not happen.</p> <p>Steven Cunningham joined the meeting.</p>	
12.	<p>AHFA Financial Statements The Director of Group Services acknowledged the Board of Management wished the opportunity to discuss the financial statements with the external auditor without officers present. He stated he would work through the various reports and then all staff, with the exception of the minute taker, would leave the meeting.</p>	
12.1	<p>Covering Report The Director of Group Services advised the AHFA Financial Statements for 2024/25 had been presented to, and approved by, the AHFA Board of Directors on 11th August 2025. He further advised he was requesting the Board of Management note the AHFA Financial Statements 2024/25, the</p>	

	Audit Summary Report and the Letter of Representation but approval for the letter of support from ACHA to AHFA was required.	
12.2	<p>Financial Statements for 2024/25 The Director of Group Services took the meeting through the headline figures contained within the Financial Statements.</p> <p>The Board of Management NOTED the AHFA Financial Statements for 2024/25.</p>	
12.3	<p>Letter of Representation Steven Cunningham advised the Letter of Representation was a formal letter confirming management had fulfilled its responsibilities for the financial statements and provided the auditor with all necessary information and access for the audit. The letter also provides assurance confirming certain facts the auditor cannot independently verify.</p> <p>The Board of Management noted the Letter of Representation was a standard format that set out a range of issues on which AHFA were making representations to Alexander Sloan as external auditors. The Board of Management NOTED the AHFA Board of Directors had agreed and approved at their meeting on 11th August 2025.</p>	
12.4	<p>Audit Summary Report Steven Cunningham advised the Audit Summary Report provided the auditors with an opportunity to highlight any areas of concern.</p> <p>Steven Cunningham advised that based on the detailed audit work carried out in accordance with International Standards on Auditing, Alexander Sloan Accountants and Business Advisers were satisfied the Financial Statements provide a true and fair view of the Association's affairs and have therefore issued an unmodified audit opinion on the Financial Statements for the year ended 31 March 2025.</p> <p>The Board of Management NOTED the Audit Summary Report.</p>	
12.5	<p>Letter of Financial Support (ACHA to AHFA) The Director of Group Services advised the letter could not be physically signed until the accounts had been approved. He stated the letter of financial support had been in place for a number of years and assisted with the Going Concern Statement.</p> <p>The Board of Management unanimously APPROVED the letter of financial support from ACHA to AHFA.</p>	
13.	<p>ACHA Group Financial Statements The Director of Group Services apologised to the Board of Management for the ACHA Group Financial Statements not being completed in time for the meeting. He stated it was not due to lack of effort but time had gone against them. He stated the situation was extremely disappointing. He thanked Steven Cunningham and his team for their flexibility and co-operation.</p>	

	<p>The Board of Management noted the financial statements would require to be approved and signed by Friday 5th September 2025 to be available for the AGM.</p>	
13.1	<p>Covering Report The Director of Group Services took the meeting through his report and the Board were provided with an outline of the timeline for the accounts:</p> <ul style="list-style-type: none"> • Accounts to be concluded and emailed to Board members by close of business on Monday 1st September. • Approval required by midday on Thursday 4th September. • Once approved, documents would be signed via DocuSign on Friday 5th September. <p>The Director of Group Services asked if the Board would prefer to hold a standalone meeting for approval or approve electronically. The Board of Management agreed they would prefer to have their private discussion with the Auditor prior to making a decision.</p>	
13.2	<p>Accounts The Director of Group Services provided a verbal update on the figures contained within the draft accounts and confirmed all covenants had been adhered to.</p> <p>The Board of Management asked if some of the work on the accounts could have been out-sourced if there was a staff shortage. The Director of Group Services advised there was a requirement to have ACHA knowledge as well as technical knowledge. He further advised there had been a loss of operational knowledge.</p> <p>All staff, with the exception of the minute taker, left the meeting.</p> <p>All staff returned to the meeting.</p> <p>It was AGREED a standalone meeting be held at 3.30pm on Wednesday 3rd September 2025.</p>	
13.3	<p>Letter of Representation The Auditor advised the ACHA Letter of Representation followed the same format as the AHFA Letter of Representation; a formal letter confirming management had fulfilled its responsibilities for the financial statements and provided the auditor with all necessary information and access for the audit. The letter also provides assurance confirming certain facts the auditor cannot independently verify.</p> <p>The Board of Management noted the Letter of Representation was a standard format that set out a range of issues on which ACHA were making representations to Alexander Sloan as external auditors. The Board of Management NOTED the draft Letter of Representation.</p>	
13.4	<p>Audit Summary Report The Auditor took the meeting through the recommendations set out in the report, pages 108 – 110 of the meeting pack.</p>	

	<p>The Board of Management NOTED the draft Audit Summary Report.</p> <p>The Board of Management thanked the Auditor for attending the meeting.</p> <p>Steven Cunningham left the meeting.</p>	
14.	<p>Carsaig Development</p> <p>The Chief Executive advised the meeting of an approach by MacLeod Construction regarding a potential new build development project at Carsaig near Tayvallich. She advised the Association already had two properties in the location. The Board of Management noted there was demand for 1 bed properties in Tayvallich.</p> <p>The Chief Executive took the meeting through her report highlighting statutory consents, surveys and assumptions, site value, estimated development costs and funding sources. She stated the risks were included in her report at section 7.</p> <p>Mike Brown stated he was astounded at the cost per unit. The Chief Executive advised costs had been significantly increasing since 2017. Steven Duffy stated it was his opinion it was a fantastic opportunity with a great level of funding on offer.</p> <p>Steven Duffy asked if the development policy included a Return of Investment. The Chief Executive advised it was provided for acquisitions and would be included as part of the full tender proposal.</p> <p>The Board of Management discussed the cost per unit and the reasons for the significant increase on build costs.</p> <p>The Chief Executive advised MacLeod Construction had built many properties for the Association and that getting mainstream contractors into Argyll was virtually impossible due to the small numbers involved.</p> <p>The Board of Management voted on whether to approve the request for the Chief Executive to enter into discussions with MacLeod Construction to further develop the project up to tender stage.</p> <p>9 voted in favour and there was 1 abstention.</p> <p>The Board of Management NOTED the content of the report and majority APPROVED the Chief Executive taking forward discussions with McLeod Construction to further develop the project up to tender stage. The Board of Management further unanimously AGREED a further project and financial appraisal be brought back to a future Board meeting for consideration prior to tender submission to the Scottish Government.</p> <p>The Chief Executive stated she would try to negotiate the cost.</p>	Michelle Mundie
15.	<p>Governing Body Member Application</p> <p>The Chair advised that she, along with the Vice Chair had met with Brian and were in agreement he would be an asset to the Board due to his vast housing experience.</p>	

	<p>The Chief Executive stated Brian had been lead at West of Scotland Housing Association taking forward the use of AI for allocations and other digitally innovative projects. She further stated Brian had ended his long career as Chief Executive of West of Scotland Housing Association and would be a great asset to the Board of Management.</p> <p>Dan Hughes advised he had met several people from the West of Scotland Housing Association at a conference and was impressed with their digital communications.</p> <p>The Board of Management unanimously APPROVED the application from Brian Gannon to fill an independent casual vacancy until the Annual General Meeting.</p> <p>The Board of Management NOTED, should a nomination form be received prior to 29th August 2025, Mr Gannon would automatically be put forward to the Annual General Meeting to become a full Board member and would fill the current independent vacancy on the Board of Management.</p>	
16.	<p>AGM Update The Director of Human Resources & Corporate Services took the meeting through her report.</p> <p>The Board of Management NOTED nominations had been received for Cathy Grant, Ian McIntyre, Mark Irvine and Steven Duffy.</p> <p>The Board of Management NOTED the number of nominations received did not exceed the number of places available and a ballot would not be required.</p> <p>The Board of Management unanimously APPROVED the following Board members being submitted to the Annual General Meeting for approval:</p> <p>Tenant Board Members Cathy Grant, Dan Hughes, Esther Hughes, Pat McVey and Ian McIntyre.</p> <p>Independent Board Members Jim Milne, Mike Brown, Steven Duffy and Mark Irvine.</p> <p>The Board of Management NOTED the Council Nominees would remain as Councillor Jan Brown and Councillor William Sinclair.</p>	
17.	<p>Schedule of Meetings 2026 The Chair stated there was a large clash with Council meetings and the proposed Strategic Planning sessions.</p> <p>The Chair suggested the Strategic Planning days could be moved to 9th and 10th February 2026 or could be held over a weekend.</p> <p>Cllr Jan Brown advised she would send an updated list of the Council meeting dates to the PA to the Board of Management.</p>	Jan Brown

	<p>It was agreed to circulate a list of alternative dates to hold the Strategic Planning days. The alternatives provided would remove the dates of the full Council meetings.</p> <p>Subject to the change to the Strategic Planning dates, the Board of Management unanimously APPROVED the schedule of meetings for 2026.</p>	<p>Lesley Lindsay</p>
18.	Confidential	
19.	<p>Factoring Policy for Ratification The Director of Customer Experience advised the revised Factoring Policy had been approved by the Policy, Performance & Operations Committee at their meeting held on 4th August 2025.</p> <p>The Board of Management RATIFIED the approval of the revised policy.</p>	
20.	Confidential	
21.	Confidential	
22.	<p>Report by Secretary Confirming Rules 62 – 67 Have Been Followed The Secretary took the meeting through his report and confirmed Rules 62 – 67 had been followed.</p> <p>The Board of Management NOTED the content of the report and the Secretary’s confirmation of the rules outlined in the report being followed.</p>	
<p>At 12.55 the Chair asked if the Board of Management were happy to suspend the Standing Orders to allow the meeting to continue beyond the 3-hour timeline. The Board of Management unanimously AGREED to suspend the Standing Orders. Steven Duffy advised he would require to leave the meeting at 1.00pm</p>		
23.	<p>Cancelled Memberships The Board of Management NOTED the cancellation of seven memberships for the reasons outlined in the report.</p> <p>Steven Duffy left the meeting.</p>	
24.	Confidential	
25.	Confidential	
26.	<p>Treasury – RCF Loan Extension The Director of Group Services provided a brief history of the process and stated it had been an important piece of work that had been done in a short period of time.</p> <p>The Board of Management NOTED the content of the report.</p>	
27.	<p>Business Plan 2025 The Board of Management NOTED the content of the report along with confirmation of Business Plan approval.</p>	

28.	CONFIDENTIAL	
29.	ACHA Management Accounts; June 2025 The Board of Management NOTED the content of the ACHA Management Accounts to June 2025.	
30.	IT Projects Update The Board of Management NOTED the update on the current IT projects.	
31.	Directorate Plans The Board of Management NOTED the content of the report.	
32.	<p>A.O.C.B. Confidential</p> <p>Drumfork Court, Helensburgh Mike Brown stated that while the internals of the flats had been upgraded to accommodate refugees, the external area outside Drumfork Court was in a poor state. The Director of Customer Experience advised she would look into ways to improve the external area.</p> <p>World Clipper Race The Chief Executive advised she had received an email from Phil Prentice, a consultant with Scotland's Towns asking if the Association would become a race partner at a cost of £2,000. The Board of Management AGREED to the Chief Executive exploring options.</p> <p>Annual General Meeting The Chair advised she would not be able to attend but the Vice Chair would deliver the Chair's report in her absence. She further advised she would be happy to be re-nominated to remain as Chair.</p> <p>Director of Human Resources & Corporate Services The Chair stated this was Colette's last Board meeting before she retired. The Chair and Board thanked Colette for all the hard work she had given to the Association for nearly 20 years and wished her all the very best in her next chapter.</p>	<p>Sandra McLeod</p> <p>Michelle Mundie</p>
33.	<p>Date & Time of Next Meeting Thursday 16th October 2025 at 10.00am – hybrid.</p> <p>The Chair reminded Board members the December meeting would be in person in the Fairmile Building with attendance from officers from the Scottish Housing Regulator.</p> <p>The meeting ended at 1.30pm</p>	

Signed by Chair: Cathy Grant

Date: 16th October 2025