

Argyll Community Housing Association

Board of Management Meeting

Wednesday 3rd September 2025, at 3.30pm 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
Brian Gannon
Dan Hughes
Esther Hughes
Pat McVey
Cllr William Sinclair

Not in attendance

In Attendance:

Michelle Mundie, Chief Executive
Allan MacDonald, Director of Group Services
Steven Cunningham, Alexander Sloan
Lesley Lindsay, PA to Board of Management (minute)

	The Chair welcomed Brian Gannon to his first Board meeting and provided the Board of Management with a brief overview of Brian's history.	
	The Director of Group Services advised he would provide an update to the Board of Management on the major IT outage that occurred on Monday 1 st September 2025.	Allan MacDonald
1.	Apologies None.	
2.	ACHA Financial Statements The Director of Group Services thanked the Board of Management for their time and patience. He stated he was pleased to bring the Financial Statements to the Board for consideration.	
2.1	Covering Report	

	The Director of Group Services advised he was seeking approval for the ACHA Financial Statements for 2024/25, Audit Summary Report and Letter of Representation.	
2.2	2024/25 Financial Statements The Director of Group Services took the meeting through the accounts highlighting: Turnover – decreased by £320k, mainly related to the depreciation change processed in the previous year in relation to the useful life of boiler components which led to increased grant amortisation in 2023/24. Net Income from rent and service charges (excluding boiler components) increased by £1.815m. Operating Costs – decreased by £2.010m, mainly relating to the depreciation change process in the previous year. The remainder of the variance being due to better performance on rental bad debts. Financing costs less income and loss/gain on asset disposal increased to £3.857m from £2.596m due to higher interest payable costs and replacing a high volume of components with more energy efficient components. Surplus - £3.408m compared with £2.983m in 2023/24. Movement due to a mixture of increased income, the component write off, higher loan interest costs and the impact of the changes to depreciation and grant amortisation when compared to the previous year. The Director of Group Services advised there had been changes to the pension valuation; there was an actuarial loss on the pension valuation in 2024/25 of £0.403m, compared to a gain of £0.124m in 2023/24. He advised the figures were obtained annually from the actuarial valuation commissioned by the Strathclyde Pension Fund and the gain/loss relate to the reporting on the ‘asset ceiling’, where the pension asset on the Statement of Financial Position at March 2025 was confirmed as nil (and required an actuarial loss of £0.403m to be accounted for in 2024/25 as a result). The Director of Group Services advised the Statement of Financial Position on page 31 of the meeting pack showed no pension asset for 2024/25. The Director of Group Services further provided detailed information on: Statement of Financial Position • Assets • Housing properties • Current assets • Creditors less than 12 months • Creditors over 12 months • Net Assets • Shareholder Funds The Board of Management considered the company statement on pages 30 and 32 of the meeting pack and cashflow statement on pages 34 and 35 of the meeting pack. The Director of Group Services stated the accounts proved covenant compliance and the statement would be provided to Lloyds Banking Group by the deadline of 30th September 2025.	

2.4	Letter of Representation The Chair advised the Board of Management had discussed at the meeting held on 28th August 2025 and asked if there were any further questions. The Board of Management advised there were no further questions and unanimously APPROVED the Letter of Representation.	
3.	AHFA Financial Statements	
3.1	Covering Report The Director of Group Services advised, when the Financial Statements had been presented to the AHFA Board of Directors on 11th August 2025, they had been made aware there could be changes as a result of the completion of the ACHA Financial Statements. The Director of Group Services advised two adjustments had been made to the AHFA Accounts and took the meeting through the changes: Increase in Income Statement – as a result of missed income accrual, AHFA’s income statement now showed an increase of £75k. Correction to intercompany VAT – due to the increase in value of external work undertaken by AHFA. The Director of Group Services advised he had met with the AHFA Chair to advise of the final adjustments to the Accounts and had confirmed with Alexander Sloan, with the adjustments reflected in the Audit Management Letter.	
3.2	2024/25 AHFA Financial Statements The Board of Management requested a minor point be addressed for future financial statements within the AHFA Accounts relating to the Director’s Report. The Board of Management stated for anyone reading the accounts, there was very limited information on the activities of the business contained and asked if greater detail could be included. The Director of Group Services advised detail was included in the ACHA Accounts which could be copied over to the AHFA Accounts. It was AGREED the Director of Group Services discuss with the AHFA Chair and provide greater detail for future accounts. There were no further questions and the Board of Management NOTED the updated AHFA Financial Statements for 2024/25.	Allan MacDonald
3.3	Audit Summary Report The Auditor confirmed there had been no changes to the recommendations. The Director of Group Services advised the AHFA MD was working on a solution to ensure the new stock system delivered accurate information. There were no further questions and the Board of Management NOTED the Audit Summary Report.	

3.4	Letter of Representation There were no further questions and the Board of Management NOTED the Letter of Representation.	
4.	A.O.C.B. The Director of Group Services advised the AHFA Accounts would be circulated to the AHFA Board of Directors via email and requested an email response by early Thursday 4th September 2025. It was AGREED the Chair, Vice Chair and Secretary would be emailed the ACHA Financial Statement to sign electronically via DocuSign. The Director of Group Services thanked the Board of Management for agreeing to hold an additional meeting in order to have the Financial Statements approved. He further thanked Stephen Cunningham and his team at Alexander Sloan for their hard work ensuring the completion of the Financial Statements in time for the AGM. [REDACTED] [REDACTED] The Chair, on behalf of the Board of Management, thanked the Director of Group Services and Stephen Cunningham for their hard work over the past weeks.	

Signed by Chair: Cathy Grant

Date: 16th October 2025