

CASTLEHILL HOUSING ASSOCIATION

Minutes of the **Management Committee** meeting held on **Monday 15 September 2025** via MS Teams and 7 Waverley Place, Aberdeen.

Present: Mr John Black (Convener), Mr Ben Westland, Mrs Janice Lyon, Mr Graeme Ogston, Mr Gordon Kyle, Mr Alan Pilkington Mrs Sue Freeth

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

- 1 **Apologies for absence** – Apologies were received from Paul King and Ryan Bremner.
- 2 **Declarations of interest** – There were no declarations of interest.
- 3 **Minutes of Meeting 23 March 2025 and Matters Arising** – The minutes were approved with no amendment and there were no matters arising.
- 4 **Minutes of the Meeting 25 August 2025 and Matters Arising** – The minutes were approved with no amendment.

Item 5.3 ME updated the Committee KM had now drafted an agreement to propose to AHSCP after meeting with the council's strategic implementation officer. The agreement is to be sent to the council for approval to progress the funding arrangement.
- 5 **Rule 68 Confirmation by Company Secretary** –
It was formally confirmed and approved that the requirements of Rule 68 had been followed.
- 6 **Report of Self-Assurance and Outstanding Actions** –
DL presented the paper to the Committee, and all self-assurance documentation was approved by the Committee. DL will now draft the Self Assurance Statement for approval at the October Committee meeting.
- 7 **Planned Maintenance Programme Review and Update-** MM provided a comprehensive update on the planned maintenance programme highlighting the tendering for kitchens, bathrooms, windows and doors had now been received and were as anticipated higher than budgets. MM confirmed the Net Zero formal grant offer [REDACTED] was received from Scottish Government at the beginning of September to fund works at Aquorthies Circle and an initial meeting with the contractor has taken place to ensure we can meet the requirements of the fund criteria and mitigate risks given the short timescale. MM confirmed the contractor would be ready to commence works in November with a completion timescale of March 2026. Committee confirmed approval to proceed with the Acquorthies project. MM summarised the opportunity for funding with Octopus Energy to replace electric heating with air source heating, as detailed in the paper, and we anticipate hearing the outcome this week.

MM highlighted the feasibility funding from Scottish Enterprise in relation to Thomson Street clean heating retrofit and the intention to submit an application for 100% funding however the committee discussed the negative implications applying for 100% funding could have and encouraged conversations to be had with Scottish Enterprise regarding the risk and funding for the Phase 2 bid. Questions had been raised in advance of the meeting relating to the project risk on funding and the involvement of a Quantity Surveyor to certify the work done each month with payment to contractor and drawdown of the grant monthly. MM addressed the questions during his update on the planned maintenance programme.

The Committee approved the recommendation to maximise external funding opportunities and reprofile the window, kitchen and bathroom work to suit the previously agreed budget for the next 3 financial years.

8 Policy Review-

- 8.1 Domestic Abuse Policy – The Committee approved the policy.
- 8.2 Contract Management Policy & Procedure - The Committee approved the policy.
- 8.3 Damp & Mould Policy - The Committee approved the policy.

9 Training on Notifiable Events - DL delivered a detailed training session on notifiable events covering regulatory requirements, examples, reporting procedures and the importance of Committee awareness and compliance.

10 Minutes of Subsidiary and Sub-Committee Meetings

- 10.1 Solutions Board of the 25th August 2025 – The minutes of the Solutions Board were noted by the Committee for information.

11 Standing Items

- 11.1 Report on the Use of the Seal and Signing of Legal Documents – The Committee noted the contents of the report for information.
- 11.2 Notifiable Events – Nothing to report.
- 11.3 Health and Safety – DL highlighted a recent office security incident where an intruder gained access to the main office building via the front door after 5pm. There were no injuries or theft. The H&S Management Group discussed the matter, and staff were reminded on the importance of office security.
- 11.4 Freedom of Information – Nothing to report.

12 AOCB –

- DL advised the Committee a report will be presented to them in due course to discuss options relating to 87 Urquhart Road. The current lease is due to expire with the supported accommodation provider. A report will be put forward to the Committee in October to discuss and consider potential disposal or alternative use.
- Gordon Kyle formally resigned from the Management Committee on 15 September 2025. DL presented a gift, and thanks and recognition were given for his commitment and contribution to Castlehill Housing Association.

Date of next meeting – Monday 27th October 2025 at 4pm.

Approved by the Management Committee on 27 October 2025