FYNE HOMES LTD

Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 20th August 2025 at 4pm

Present:	J McMillan	S MacLeod
	S Gillies (Teams)	J Thomson
	D Herriot	P Wallace

In Attendance: I MacPhail, Chief Executive

J McAlister, Technical Services Director
Y Angus, Housing Services Director
L Haemmerle, HR Director
J MacCallum, Technical Services Manager
E MacCallum, Corporate Manager, Minute Taker
D Cowan, Observer

Apologies: S Cole, T Harrison & D Philand

The Chair welcomed Y Angus as this is their first Management Committee Meeting since being appointed as Housing Director. D Cowan was also welcomed to the meeting who is attending as an observer.

The Chair noted the sad passing of Robert Reid, who was a long-standing Committee Member and previous Chair. Members of the Committee acknowledge his long service and commitment he gave to the Association and Subsidiaries.

The Management Committee were updated that member A Jones has handed in his resignation from the Fyne Group, his letter of resignation was circulated previously to Committee.

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

S MacLeod as Fyne Futures Board Member
J McMillan as Fyne Futures & Fyne Initiatives Board Member
T Harrison as Fyne Futures, Fyne Initiatives and Fyne Energy Board Member
D Herriot as Fyne Futures and Fyne Initiatives Board Member
S Gillies in agenda item 11(i)(a)
D Cowan in agenda item 11(i)(a)

3. AOCB Pre Notifications

There was one pre notification.

4. Minutes of Management Committee Meeting held on 2nd July 2025 and Confidential Minute held on 2nd July 2025.

On a proposal from J McMillan, seconded by D Herriot the Management Committee minutes were accepted as a true and accurate record of proceedings. On a proposal from D Herriot, seconded by S MacLeod the confidential minute was accepted as a true and accurate record of proceedings.

i) ***Matters arising not covered in the agenda*.**

There were no matters arising.

ii) ***Rollings Actions Points***

Action 24/25-20 25/26-01, these actions are ongoing.

5. Quarterly Performance Reports

From the previously circulated reports the Committee noted the contents.

The Technical Services Director noted that the response repair times report has been updated and now reflects the ARC indicators, more work will be done on these in the upcoming months.

6. Technical Services Update

i) Development Report

A detailed report by the Technical Services Director was previously circulated to bring Committee up to date with progress in various areas. Some points were highlighted as follows and the remainder of the report was noted.

- *Inveraray (16 units*)

It was noted that there are ongoing issues with the Environmental Health Department regarding the Noise Impact Assessment. This will now be escalated to an official complaint to Argyl & Bute Council and has also been brought up at the Chairs meeting, CEO meeting and at SHIP.

- *Ballochgoy*

MacLeods started on site in July of this year and completion is anticipated for August 2026

Resolution

The Committee noted the contents of the development report.

ii) Capital Investment Report

From a previously circulated report the Committee noted the contents of the capital investment contracts.

Resolution
The Committee noted the contents of the Capital Investment Report.

iii) Asset Management Update
This item is subject to a confidential minute.

iv) Fyne Heat Update

Resolution
The Committee noted the contents of the Fyne Heat Update.

v) ECO4 Pilot Project
This item is subject to a confidential minute.

vi) Gift Aid Report

A report was previously circulated by the Technical Services Manager detailing the proposal for the distribution of the Fyne Energy Gift Aid monies. The Committee discussed in detail the various recommendations.

Resolution
Following detailed discussions, the Committee approved the recommendations for utilising the Fyne Energy Gift Aid money detailed in the report.

7. Housing Management Report

i) Department Update

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Services Team, some points were highlighted as follows and the remainder of the report was noted.

Voids
It was noted that voids at the end of July were 44.8 days, as discussed at previous meetings issues with energy suppliers have contributed to the Associations void times. The Housing Director highlighted that a new process was implemented at the end of July to help resolve this issue. An example of this process was given whereby the tenant was signed up to a property which still had debt on the meter, Fyne Homes staff then facilitate the calls to the energy providers for the debt to be cleared and this was done within 2 hours compared to the weeks the Association currently has to wait. This new process will help reduce void times and rent lost due to the void period.

Resolution
The Committee noted the contents of the report.

8. <u>Business Services Reports</u>

a) General
i) Department Update

A detailed report by the Business Services Director was previously circulated to bring Committee up to date with progress in various areas. Some key points were highlighted below, and the remainder of the report was noted.

- *Internal Audit*

It was noted that the Anti-Social Behaviour and Estate Management audit was carried out w/c 21st July, the draft report was received where limited assurance was achieved. An action plan has been produced by the Housing Services Director and the recommendations will be worked through over the upcoming months.

- *Finance*

It was reported that the Year End Accounts have been received for the Subsidiary Companies. Fyne Homes Year End Accounts are currently under review. The Executive Meetings will be held on 10th September 2025.

- *Company Secretary*

As previously reported Committee member, A Jones, has resigned as they also held the position of Company Secretary , this leaves a vacancy. It was recommended that the Corporate Manager undertakes this role, as currently they take on all the practical duties of the Secretary, and it is being more standard practice within Housing Associations to appoint a staff member to undertake this role.

<u>Resolution</u>
It was unanimously agreed that the Corporate Manager shall be appointed Company Secretary. Committee noted the remainder of the report.

9. Human Resources Update

A detailed report by the HR Director was previously circulated to bring Committee up to date with progress in various areas. Some key points were highlighted below, and the remainder of the report was noted.

The HR Director noted that the staff day will be rescheduled due to R Reid's funeral taking place on the 28th August. A new date will be sought and circulated to staff.

<u>Resolution</u>
The Committee noted the remainder of the report.

10. <u>Policy Review/Deferrals</u>

<u>Resolution</u>
(a) Committee approved the undernoted policy:

(i) C.07 Governance Policy
(ii) M.10 Inspection & testing of Electrical Equipment Policy

(iii) HR.30 Domestic Abuse Policy
(iv) IT01 ITC Security Framework Policy

(b) Committee deferred the undernote policy:

(i) HR.24 Call Recording Policy

11. <u>Committee Update</u>

(i) Secretary's Report

(a) Membership application 910,911 & 912 was approved.
(b) Committee noted that the members due to stand down for re-election without nomination: S MacLeod and D Philand.
(c) Committee noted that the Secretary will sign a letter confirming that the requirements of rules 62-27 have been met.

12. Subsidiary Update

A report prepared by the CEO was previously circulated for Committee's information and noted.

13. <u>Notifiable Events</u>

The Committee were given a verbal update on the status of notifiable events by the CEO.

14. <u>Donations Request</u>

<u>Resolution</u>
Following discussions the Committee approved the following donations to be made:
Bute Arts Society - £359.97
St Andrews Church - £250

15. Minute of Management Team Meeting 24th June 2025.
16. Minute of Fyne Energy Board Meeting 2nd July 2025
17. Minute of Fyne Initiatives Board Meeting 2nd July 2025
18. Minute of Fyne Futures Board Meeting 2nd July 2025
19. Minute of Staffing Committee Meeting 24th July 2025
20. Minute of Health & Safety Committee Meeting 31st July 2025

The above minutes were circulated for information and noted. In relation to the Staffing Minute held on 24th July on a proposal from J McMillan, seconded by P Wallace the minutes were accepted as a true and record of proceedings.

21. AOCB

The CEO noted that the RIHAF (Rural & Islands Housing Association Forum) Conference, is taking place on 8th/9th October in Dundee and Committee are invited to attend if they wish.

22. Strategy Day Discussions - Follow Up

This item was covered at the confidential meeting prior to the Management Committee Meeting and is subject to a confidential minute.

23. Action Plan – Confidential

This item was covered at the confidential meeting prior to the Management Committee Meeting and is subject to a confidential minute.

24. Date of Next Meeting: Wednesday 1st October July 2025

Executive meetings 10th September 2025

AGM 17th September 2025

With no further business the meeting closed at 17.40pm

Signed……………………….

Date……………………………