

**FYNE HOMES LTD**

**Minute of Management Committee Meeting  
Held at 11 Victoria Street, Rothesay and by Teams VC on  
Wednesday 1<sup>st</sup> October 2025 at 4pm**

**Present:** J McMillan S MacLeod  
S Gillies J Thomson  
D Cowan P Wallace

**In Attendance:** I MacPhail, Chief Executive  
S Cole, Business Services Director  
J McAlister, Technical Services Director  
Y Angus, Housing Services Director  
L Haemmerle, HR Director  
E MacCallum, Corporate Manager, Minute Taker

**Apologies:** T Harrison, D Herriot & D Philand

It was noted that Committee Member, D Philand, is on a period of absence.

**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 Cole in AOCB as a Director of InspirAlba

**3. AOCB Pre Notifications**

There were two pre notifications.

**4. Election of Office Bearers**

As this was the first Management Committee Meeting following the Annual General Meeting, the Chief Executive called for nominations for the position of Chair for the next twelve months.

*a) Chairperson*

On a proposal from J McMillan which was unanimously supported by the rest of the Committee Members and there being no other nominations, **S MacLeod** was elected as Chairperson.

*b) Vice Chair*

On a proposal from S MacLeod which was unanimously supported by the rest of the Committee members and there being no other nominations, **D Herriot** was elected as Vice Chairperson

*c) Secretary*

The Fyne Homes Corporate Manager undertakes this role.

*d) Nomination of members to Sub-Committees/Subsidiaries.*

It was noted that the incumbent members are re-elected unless any Committee Member wishes to stand down or be elected to a different Committee.

- **Executive Committee**

The Executive Committee comprises of office bearers and sub-conveners/spokesperson, these members are automatically elected.

S MacLeod (Chair), D Herriot (Vice Chair), E MacCallum (Secretary), D Philand (Mid-Argyll and Campbeltown Spokesperson), P Wallace (Bute & Cowal Spokesperson).

- **Audit Committee**

T Harrison and J McMillan

**S Gillies** and **D Cowan** put themselves forward for election and were unanimously elected to the Audit Committee.

- **Staffing Committee**

J McMillan, S MacLeod, P Wallace, and D Philand

On a proposal from J McMillan which was unanimously supported by the rest of the Committee Members, **J Thomson** was elected to the Staffing Committee.

- **Health & Safety Committee**

J McMillan and 9 members of staff.

**J Thomson** put themselves forward for election and was unanimously elected to the Health & Safety Committee.

It was noted that the conveners of the sub committees would be nominated on the first meeting following the AGM.

It was noted that there are currently 3 vacancies on the Management Committee.

**Subsidiary Boards**

- **Fyne Futures**

T Harrison, D Herriot, J McMillan, and S MacLeod

- **Fyne Initiatives**

T Harrison, D Herriot, and J McMillan

- **Fyne Energy**

T Harrison, with I Macleod, A Clark, and C Renfrew as independents.

**D Cowan** put themselves forward for election and was unanimously elected to the Board of Fyne Energy.

At this point, the meeting was handed over to the Chair to take the meeting through the remainder of the agenda.

**5.(a) Minutes of Management Committee Meeting and Confidential Minute held on 20<sup>th</sup> August 2025.**

On a proposal from J Thomson, seconded by J McMillan the Management Committee minutes were accepted as a true and accurate record of proceedings. On a proposal from J McMillan, 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.

**(b) Minutes if Confidential Minutes Held 27<sup>th</sup> August 2025**

On a proposal from P Wallace, seconded by J McMillan the confidential minute was accepted as a true and accurate record of proceedings.

**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 has now been raised at the Chairs meeting, CEO meeting, SHF and at SHIP. It was noted that at the recent Programming Meeting the Scottish Government raised concerns regarding the RPA spend in Argyll

& Bute along with the length of time for planning applications to be determined., The Technical Services Director has sent an email to F Murray (Argyll & Bute Council, Head of Development & Economic Growth) once again raising concerns and frustration over the situation at Inverary.

- Lochgilphead

Fyne Homes are currently reviewing the waiting list demand figures for the area to inform an appropriate housing mix. The 60-unit development will be phased over 3 stages.

- Ballochgoy (Bute)

MacLeod Construction is progressing well on site at Ballochgoy. Contract completion is due in August 2026, and the works are currently on programme.

- Baddens Phase 10 (Lochgilphead)

It was noted that the planning application is still awaiting determination which is due to a resource issue within the planning department. This issue will be raised at the Chairs Meeting and the Strategic Housing Forum.. The Management Committee noted their dissatisfaction with the process especially as we are in the midst of a housing emergency.

### **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. The Technical Services Director noted that following approval from Committee, the energy efficiency pilot project is onsite with four houses in Gigha complete.

### **Resolution**

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

#### *ii) Asset Management Update*

##### **Buybacks**

- Flat 1/3 100 John Street – property is now allocated.
- Flat 2/1 Wellington Buildings - Owner has accepted Fyne Homes counteroffer of £65K, this will mean the Association has full ownership of the building.
- Flat 1/2 82 High Street - Fyne Homes are the majority owner in the block.

##### **Disposals**

- 34 Auchamore Road - Property is on the market for offers over £110K.
- 30 Kames Place – the property is currently being used for a decant property for major works. Once works are complete the property will be sold as it is a hard to let. Argyll and Bute Council and the Scottish Government have been kept informed throughout.

### **Resolution**

*The Committee noted the progress on buybacks and disposals in the asset management update.*

*iv) Fyne Heat Update***Resolution**

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

**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.

*Home Argyll*

It was noted that through the Local Lettings Initiative a property in Tighnabruaich has been allocated to a Teacher within the area.

*Staff Achievement*

The Housing Director informed Committee that Housing Officer, M Reynolds, has been shortlisted for this years CIH awards for Young Achiever of the Year. The Management Committee noted their congratulations to M Reynolds for this great achievement.

**Resolution**

*The Committee noted the remainder of the report.*

**8. Business Services Reports***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 Auditors*

The Business Services Director reported that the current internal auditors, TIAA, have been appointed since April 2020 and it was noted that there is no requirement to change internal auditors after a set amount of years. It was recommended that TIAA continue as the Internal Auditors and the Business Services Director will obtain more information on a rolling contract and will report to Committee at the next meeting.

- *Finance*

It was reported that due to the proposed EWI works and planned development private finance would be needed. It was noted that £9M in private finance would be sought and the Business Services Director asked for the Committee's approval to start the process of seeking private finance.

**Resolution**

*Committee approved for the Business Services Director to start the process of seeking private finance. A detailed report will be presented to Committee In due course*

**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 reported that three students from Rothesay Academy have expressed an interest in undertaking work placement at Fyne Homes. It was noted that the Staff Day has been re-arranged to take place tomorrow, 2<sup>nd</sup> October.

**Resolution**

*The Committee noted the remainder of the report.*

**10. Assurance Statement Report 2025**

The Corporate Manager reported that two Committee representatives, J McMillan, and S Gillies, reviewed and validated the evidence that was compiled to form the Assurance Statement, due to other work commitments and timings the review meeting took place earlier in the day. It was noted that at the time of review in respect of EICR's 2 were currently still outstanding due to being unable to gain access due to the property condition. Technical Services and Housing Services will be working together in the upcoming weeks to gain access, and Committee will be updated on the progress. The Committee representatives were satisfied that the evidence shown was substantial and that a robust process has been followed. The Assurance Statement must be submitted to the Scottish Housing Regulator by the 31<sup>st</sup> October 2025, the Corporate Manager will circulate the draft Assurance Statement prior to this for Committee approval and to delegate authority to the Chair to sign the statement.

**Resolution**

*The Corporate Manager will circulate the Assurance Statement to Committee for approval and to delegate authority for the Chair to sign the statement prior to submission.*

**11. Subsidiary Update**

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

**12. Policy Review/Deferrals****Resolution**

(a) Committee approved the undernoted policy:

- (i) C.10 Publication Scheme Guide to Information Policy
- (ii) F.06 Financial Regulations Policy

**13. Committee Update**

The Corporate Manager sought the Committee's opinion on the bite sized training sessions, which have currently been put on hold due to extra meetings being

scheduled. The Committee felt these sessions were beneficial and worked well, it was agreed that the training sessions should be resumes.

**Resolution**

*Bite sized training sessions will resume at the November meeting at 3.30 prior the Management Committee Meeting at 4pm. The Corporate Manager will upload the presentations to Admin Control for information and for members who are unable to attend.*

**14. Notifiable Events**

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

**15. Strategy Day Discussions - Follow Up**

This item is subject to a confidential minute.

**26. Action Plan – Confidential**

This item is subject to a confidential minute.

**17. Minute of Management Team Meeting 12<sup>th</sup> August 2025.**

**18. Minute of Fyne Energy Board Meeting 27<sup>th</sup> August 2025**

**19. Minute of Fyne Initiatives Board Meeting 27<sup>th</sup> August 2025**

**20. Minute of Fyne Futures Board Meeting 27<sup>th</sup> August 2025**

The above minutes were circulated for information and noted.

**21. AOCB**

*i) InspirAlba*

The Business Service Director noted that InspirAlba currently rent 42 Ralston Road, Campbeltown, from Fyne Homes and have approached the Association with the proposal to potentially purchase the property. Two valuations have been carried out by JLL and Allied Surveyors, InspirAlba have made an offer based on the valuation from JLL and on the basis that they have carried out work to the property. It was noted that Fyne Homes already have an office at Burnside Square, therefore if the property came back, it would need to be adapted to a 1-bed house which would involve significant cost and there is no demand for a 1-bed in Campbeltown.

**Resolution**

*Following detailed discussions, the Committee agreed to sell the property to InspirAlba and recommended an offer of £65K for the purchase of 42 Ralston Road.*

*ii) SFHA – 50 Years*

Following the CEO being invited to present at the recent SFHA 50 Year Anniversary Conference, Fyne Homes were contacted for a quote, and it has been published in the commemorative booklet, which was passed around Committee for viewing.

24. **Date of Next Meeting: Wednesday 19<sup>th</sup> November 2025.**

With no further business the meeting closed at 18.05pm

Signed.....

Date.....