

## HJALTLAND HOUSING ASSOCIATION LTD

### MINUTES OF A MEETING OF THE MANAGEMENT COMMITTEE HELD AT CARNEGIE HALL, SANDWICK ON SATURDAY 21<sup>st</sup> JUNE 2025 AT 12.00 P.M.

Present: Colin Nicholson (**CN**) (Chair)  
Robert Abernethy (**RB**)  
Karen Eunson (**KE**)  
Andrew Lyall (**AL**)  
Neil Manson (**NM**)  
Bob McGeady (**BMc**)  
Lucy Lawson (**LL**)  
Pamela Shead (**PS**)  
Theo Smith (**TS**)

In Attendance: Bryan Leask (**BL**) (Chief Executive)  
Ian Bray (**IB**) (Director of Housing)  
Janice Thomason (**JT**) (Director of Finance)  
Kim Laidlaw (**KL**) (Senior Corporate Services Officer)

#### 1 APOLOGIES

Apologies were received from Agnes Tallack, Rachel Hunter, Robert Bell and Emma Perring who is currently on leave of absence.

#### 2 DECLARATION OF INTEREST

The Chair asked for any declarations of conflict of interest, Colin will remove from the meeting at Agenda point 5.3.

#### 3 APPROVAL OF MINUTES

##### 3.1 Management Committee Meeting 28<sup>th</sup> March 2024

CN went through the minutes of the Committee meeting held on 29<sup>th</sup> May 2025. Members **APPROVED** the minutes on a motion by KE, seconded by PS.

**APPROVED**

##### 3.2 Draft Hjalmland Trading Ltd Minutes 22<sup>nd</sup> May 2025

NM highlighted the section of the minutes.

*Specific information in this section has been removed as it has been deemed to be commercially sensitive and is therefore, not available to the public at this time.*

After a short discussion, Members **NOTED** the minutes.

**NOTED**

#### 4 MATTERS ARISING

There were no matters arising.

#### 5 ADMINISTRATION

##### 5.1 Use of Seal

There have been four uses of the seal during the period. Members **NOTED** the report.

**NOTED**

##### 5.2 Rule Compliance Report

SFHA Model Rules (2020) Rule 68 states that the last Committee Meeting before the AGM, the Secretary must confirm in writing to the Committee that Rules 62-67 have been followed, or if they've not been followed, the reasons for this.

Statement of assurance that all of those things are in order.  
Committee Members **NOTED** the Rule Compliance Report.

**NOTED**

### 5.3 Committee 9 year rule Report

Colin left the meeting for this item as per the declaration, KE as Vice Chair took over this section of the meeting.

BL began by explaining the committee 9-year rule. As per the requirements of the SHR from April 2015 long serving members of the Management Committee (nine years or more) must demonstrate their continued objectivity, ability to provide independent challenge and effectiveness. Such members must stand down and seek permission to be considered for re-election at the next AGM in August.

KE presented members with the recording sheet for Colin Nicholson the present Chair who is wishing to stand for re-election, this contains evidence on how the member continues to show objectivity, independence, and effectiveness.  
It was unanimously **APPROVED** on a motion by BMc, seconded by LL that CN be accepted to stand for re-election at the AGM.

**APPROVED**

Colin rejoined the meeting and took over as Chair

## 6 FINANCE & CORPORATE SERVICES

### 6.1 Loan Portfolio Return

JT took over, summarising the position of monies borrowed and that this report needs to be filed with the regulator before 30<sup>th</sup> June 2025.

After a short discussion, Members **APPROVED** the report for submission on a motion from NM and seconded by KE.

**APPROVED**

## 7 POLICIES & STRATEGIES

### 7.1 Policy Update Report

BL followed on and presented Members with a report, seeking approval for various Administration, Development, Financial, Housing, Maintenance and Health and Safety Policies.

BL commented that there were only a few minor changes of note.

Members **APPROVED** the policies on a motion by NM and seconded by BMc.

**APPROVED**

#### 7.1.1 Unacceptable Actions by Complainant

General Review

Previously **APPROVED** in Item 9.1.

**APPROVED**

#### 7.1.2 Domestic Abuse Workplace Policy

General Review new layout and additional information with regards to homeworking

Previously **APPROVED** in Item 9.1.

**APPROVED**

#### 7.1.3 Business Continuity Plan

General review with minor changes.

Previously **APPROVED** in Item 9.1.

**APPROVED**

## 8 AOB

BL reminded members of the 50<sup>th</sup> Anniversary event to be held at the Mareel on 29/8/2025 from 5pm – 8pm

**9 DATES FOR YOUR DIARY**

- 9.1** Audit & Risk Sub-committee – **Thursday 10<sup>th</sup> July 2025 @ 5:30pm**
- 9.2** Finance Sub-committee – **Wednesday 6<sup>th</sup> August 2025 @ 1pm**
- 9.3** Annual General Meeting – **Thursday 28<sup>th</sup> August 2025 @ 5.45pm**
- 9.4** Management Committee – **Thursday 28<sup>th</sup> August 2025 @ 6.00pm**

The meeting closed at 12.20pm

.....Chairman

Committee tour of the South end housing schemes including: Houlland Lea, Aestbrek/Skerpalea, Central Park in Sandwick. Thistle Court, Sandblister place, Colonial Place in Virkie. Hillock in Dunrossness. Brind in Cunningsburgh and both Heathery Park schemes in Gulberwick.

Committee Training session continued in the afternoon:

Meeting ended 4pm